
INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: February 7, 2006

From: Rebecca Carter, Director of Regulatory Compliance

Subject: INDIANA BUSINESS COLLEGE – Anderson, Evansville, Fort Wayne, Indianapolis & Muncie

NEW DEGREE APPLICATIONS

Staff Recommendation

The staff recommends that Indiana Business College – Anderson, Evansville, Fort Wayne, Indianapolis and Muncie be given the authority to award the Associate of Applied Science degree and the Bachelor of Science degree in the following programs *with the stipulation that Instructor Qualification Records and documentation for the Criminal Justice program at Anderson and Fort Wayne, and the Pastry Arts program at Indianapolis be submitted to the commission staff prior to the start date of these programs:* (I have designated the degree level and the degree programs and the campuses for which IBC has submitted applications in those particular programs.)

(AAS) – Criminal Justice	[Anderson, Fort Wayne, Indianapolis, & Muncie]
(AAS) – Human Resources	[Muncie]
(AAS) – Pastry Arts	[Indianapolis]
(BS) – Business Management	[Evansville, Fort Wayne, & Indianapolis]
(BS) – Criminal Justice	[Fort Wayne & Indianapolis]
(BS) – Health Care Management	[Evansville, Fort Wayne, & Indianapolis]

Background Information

The Accrediting Commission for Independent Colleges and Schools (ACICS) accredits each of the Indiana Business College (IBC) campuses in Indiana.

Each of the Associate of Applied Science degrees are comprised of quarter-credit hours of training ranging from 102 credit hours to 120 credit hours of training. All of these programs include a minimum of 75% of the courses in the Specialty; The faculty for the Human Resource program meets the criteria as stipulated in 570 IAC 1-10.1-4 Associate degrees. The current faculty for the Criminal Justice program and the Pastry Arts meet the faculty criteria at the Indianapolis and Muncie campuses. The faculty at the Anderson and Fort Wayne campuses meets the general criteria except for the faculty who will be teaching the Specialty courses. Indiana Business College will submit the Instructor Qualification Record forms and supportive documentation for these faculty members as they are hired at these particular campuses.

In the bachelor degree applications the programs are comprised of the following quarter-credit hours of training: Business Management – 89-90 quarter-credit hours; Criminal Justice – 100 quarter-credit hours; and Health Care Management – 115 quarter-credit hours. Both Specialty courses and General Education courses are offered in each of these bachelor's programs.

Supportive Documentation

1. Degree Application
2. Instructor Qualification Record forms

INDIANA BUSINESS COLLEGE

350 East Washington Street • Indianapolis, IN 46204 • 317-264-5656 • FAX 317-264-5640 • www.ibschools.edu
Founded 1942

13 February 2006

Ms. Rebecca Carter
 Director of Regulatory Compliance
 Indiana Commission on Proprietary Education
 302 West Washington Street Room E201
 Indianapolis, IN 46204

Dear Ms. Carter,

The following information is being submitted to you in response to our earlier conversation regarding the Criminal Justice new program applications submitted for the Anderson, Fort Wayne and Muncie campuses.

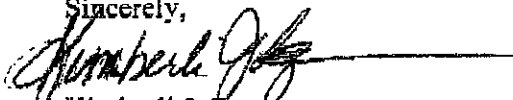
The Anderson and Fort Wayne campuses will be hiring faculty to begin teaching the criminal justice courses, outlined in the curriculum, prior to the September 25, 2006 quarter start. Copies of the completed Instructor Qualification Record(s) for the new faculty, in addition to all supporting documentation, will be submitted to you at that time.

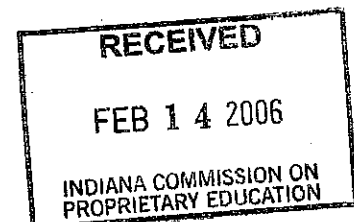
As for the Muncie campus, please note the following:

- a. Ms. Fisk has a bachelor's degree in Criminal Justice. A corrected Instructor Qualification Records is being submitted for inclusion in the application.
- b. Mr. Pitman has an associate's degree in Criminal Justice, a bachelor's degree in Human Services, and a masters in business administration degree. The Criminal Justice and Human Services programs have a significant amount of training in the criminal justice field. In addition, he has taught criminology for Cloud Community College. Copies of a few of his teaching contracts are being submitted for inclusion with the application to support this experience. In addition, please find certificates presented to him while serving as a police investigator with the United States Army.
- c. Updated Instructor Qualification Records are being submitted for Jill Clements, Angela Boyle, and Cheryl Williamson, listing those courses which they will be teaching in the program.

Please feel free to contact me should you require anything further.

Sincerely,


 Kimberli J. Zornes
 Director of Curriculum



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TOTAL P.02
 CPE Agenda
 March 8, 2006
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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College - Anderson

Name of Program Criminal Justice

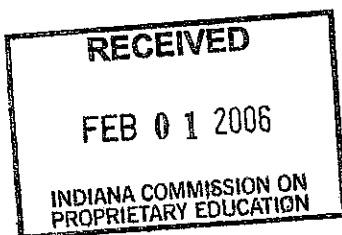
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 19, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with a broad spectrum of coursework in corrections, law enforcement, courts, and investigation. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, and private security services.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL CREDIT HOURS: 109 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$17,760

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Clock Hours</u>
BUS260	Career Development	2	
CJ100	Introduction to Criminal Justice	5	
CJ110	Introduction to Corrections	5	
CJ121	Juvenile Justice	5	
CJ130	Criminology	5	
CJ150	Introduction to Law Enforcement	5	
CJ222	Criminal Investigations	5	
CJ225	Criminal Justice Ethics	5	
CJ235	Introduction to Criminal Courts	5	
CJ240	Criminal Law and Procedure	5	
CJ245	Cybercrime	5	
CJ250	Criminal Justice Forensics	5	
COM105	Communication I *	5	
COM206	Communication II	5	
CPU200	Computers and Office Automation	4	
CSS100	Strategies for Success	3	
CSS101	Customer Service	2	
KEY101	Keyboarding I	3	
LEG101	Business Law	5	
MAT105	Business Math	5	
MED106	Psychology *	5	
MGT215	Group Dynamics	5	
SOC101	Introduction to Sociology *	5	
SPC101	Presentation Skills *	5	
		109	

Number of Credit/Clock Hrs. in Specialty Courses: 89

Percentage: 82%

Number of Credit/Clock Hrs. in General Courses: 20

Percentage: 18%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-Time:** 4 **Part Time:** 6

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Godfrey, Joan	BS in Education from University of Wisconsin	12.5	10		X	
Kimmerling, Donna	BA in Business Ed Anderson College and MA in Business Ed from Ball State University	13	13	0	X	
Nalywaiko, Jill	BA in English from Taylor University	2	1	0	X	
Cox, Dara	BS in Professional Arts (History/Psych) from Ball State	20	1	0	X	
Nichols, Kimberly	BS in Electrical Engineering from Virginia Tech	3.25	.5	2		X
McNair, Lorraine	BS in Public Affairs from Indiana University, MS in Management from Indiana Wesleyan Univ.	18	.25	0		X
Madison, Robert	AA in Pre-Math from Coastal Carolina Community College, BA in Math from Univ. of North	22	.75	11		X

	Carolina at Chapel Hill, MS in Education from Purdue University					
Wood, Lori	BS in Nursing from Purdue University, MBA from Anderson University	15	5	0		X
White, Tammy	BS in General Business from Ball State, MBA from Butler University	14	1.25	2		X
Arms, James L.	BS in Elementary Education from Ball State, MA in Education from Ball State, ED Specialist in Education from Ball State.	23	.25	7		X

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

Our Resource Room is located off the main hallway in our building located at 140 East 53rd Street, Anderson, Indiana. Students can access the Resource Room when our building is open Mondays through Thursdays from 7:30 a.m. until 10:00 p.m., and on Fridays from 7:30 a.m. until 4:00 p.m. Student assistants, student interns and student tutors who work from the Resource Room part time during various hours of the day. They are in place to help students, and maintain the library collection.

2. Number of volumes of professional material:

Total volumes in our Resource Room are 331, plus 3 books on CD. Of that 331; 96 volumes are medical and 235 are business and technology. Indiana Business College has contracted with Library and Information Resources Network (LIRN) to offer online library resources for all students, faculty and staff. The online library allows access to the following data bases: Infotrac; Proquest; eLibrary; Bowker's Books in Print.

3. Number of professional periodicals subscribed to:

We subscribe to eight professional magazines and four newspapers.

4. Other library facilities in close geographical proximity for student access:

Anderson University Robert A. Nicholson Library is 4.13 miles north, Ball State University's Alexander M. Bracken Library is 22.13 miles east and Anderson Public Library is 3.26 miles north of Indiana Business College-Anderson location.

Indiana Business College has contracted with Library and Information Resources Network (LIRN) to offer online library resources for all students, faculty and staff. The online library allows access to the following data bases: Infotrac; Proquest; eLibrary; Bowker's Books in Print.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

CRIMINAL JUSTICE

Associate of Applied Science Degree Program

Completion Time: Six Quarters

This program provides students with a broad spectrum of coursework in corrections, law enforcement, courts, and investigation. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, and private security services.

Course No.	Title	Quarter Credit Hours
BUS260	Career Development	2
CJ100	Introduction to Criminal Justice †	5
CJ110	Introduction to Corrections †	5
CJ121	Juvenile Justice †	5
CJ130	Criminology †	5
CJ150	Introduction to Law Enforcement †	5
CJ222	Criminal Investigations	5
CJ225	Criminal Justice Ethics †	5
CJ235	Introduction to Criminal Courts †	5
CJ240	Criminal Law and Procedure†	5
CJ245	Cybercrime †	5
CJ250	Criminal Justice Forensics †	5
COM105	Communication I @	5
COM206	Communication II †	5
CPU200	Computers and Office Automation	4
CSS100	Strategies for Success	3
CSS101	Customer Service	2
KEY101	Keyboarding I	3
LEG101	Business Law	5
MAT105	Business Math †	5
MED106	Psychology @	5
MGT215	Group Dynamics	5
SOC101	Introduction to Sociology @	5
SPC101	Presentation Skills @	5
		109

† Core Courses

@ General Education Courses

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documents required for review has been attached with this form (i.e. transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by former direct supervisor.)

NAME: Arms James Larry
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Specific Courses that You Teach in Program: Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	Administration/Super vision	1979 1981
Ball State University	Muncie, IN	Education	1971 1973
Ball State University	Muncie, IN	Education	1967 1971
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Principal	Anderson, IN	Facilitate Learning	1978 2003
Director Of Sec. Ed.	Anderson, IN	Supervise Learning	1999 2001
Teacher	Anderson, IN	Instructing Students	1971 1978

I certify that the above information is correct to the best of my knowledge.

Larry Arms
Signature of Instructor

12-26-05
Date

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Cox Dara J.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Specific Courses that You Teach in Program: Accounting I, Accounting III, Math Fundamentals.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Gill Bros. Furniture	Muncie, IN	Profit University, Software Management Training, Profit Systems, Inc. in Boulder, CO	June 1995
Gill Bros. Furniture	Muncie, IN	Kaizan Management Training, Profit University, Profit Systems, Inc., in Miami, FL	September 1998
Indiana University	Bloomington, IN	History/Psychology	9/77 to 8/79
Ball State University	Muncie, IN	History/Psychology	3/80 to 8/82
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Gill Bros. Furniture	Muncie, IN	All general ledger accounting for 3 retail stores including A/P,	Nov. 1994- May 2002

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Godfrey Joan Sandra
(Last) (First) (Middle)

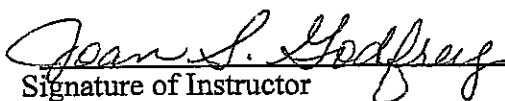
NAME OF INSTITUTION: Indiana Business College - Anderson

Specific Courses that You Teach in Program: Communications I, Communications II, Communications III, Strategies for Success, Customer Service, Keyboarding I, Keyboarding II, Business Office Procedures, Machine Transcription, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Wisconsin	Madison, Wisconsin	Elementary Education, Communications	09/66 to 06/70
Brown College of Court Reporting	Atlanta, Georgia	Stenography; legal procedures and terminology	09/77 to 12/79
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Roadway Global Air	Indianapolis, IN	Customer Service; data entry; international billing for Bangkok	04/94 to 12/95
USA Group	Indianapolis, IN	Supervisory; clerical; data entry for student	01/92 to 11/93

		loan applications; quality control for Pell Grant applications	
Anderson Community Schools	Anderson, Indiana	Administrative Assistant to the Superintendent; scheduling calendar; preparation and distribution of school board materials and agendas; correspondence both dictated and authored; telephone duties	08/84 to 02/87
Amtrak	Beech Grove, Indiana	Shorthand reporter – stenotype reporting of labor union hearings and verbatim transcription of hearings for distribution to management and labor officials; machine transcription of labor grievance claims; preparation of routine correspondence	04/80-08/84
Department of Defense	Frankfurt, Germany	Elementary teacher	01/74 to 06/77

I certify that the above information is correct to the best of my knowledge.


Signature of Instructor

1-17-06
Date

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Kimmerling, Donna J.

NAME OF INSTITUTION: Indiana Business College - Anderson

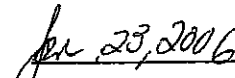
Specific Courses that You Teach in Program:

ACC101—Accounting I, ACC105—Payroll/10-Key, COM105—Communications I, COM206—Communications II, CSS100—Strategies for Success, CSS101—Customer Service, KEY101—Keyboarding I, MAT105—Business Math, and SPC101—Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Competency Based Staff Development Levels I-II	Anderson, Indiana	Teaching Methods	2001-2005
Ball State University	Muncie, Indiana	MA in Business Ed	1973-1976
Anderson University	Anderson, Indiana	BA in Business Ed	1968-1972
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Anderson, Indiana	Instructor	1973-Present
Anderson Community Schools	Anderson, Indiana	Substitute Teacher	1991-1992

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR


DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documents required for review has been attached with this form (i.e. transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by former direct supervisor.)

NAME: Madison Robert David
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College—Anderson Campus

Specific Courses that You Teach in Program: CPU 200—Computers and Office Automation,

CPU 212—Word Processing, CPU 220—Spreadsheets, CPU 240—Presentation Graphics,

MAT 102—Math Fundamentals

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Coastal Carolina Community College	Jacksonville, NC	Pre-Math	Aug 74-Jun 76 (AA)
University of North Carolin	Chapel Hill, NC	Math	Aug 76-Dec 77 (BA)
Purdue University	West Lafayette, IN	Education (Educational Computing and Instructional Design)	Aug 89-Aug 91 (MS)
MOS Certification	Certiport (Lafayette, IN testing center)	Word 2002 Expert	3/8/2004
MOS Certification	Certiport (Lafayette, IN testing center)	PowerPoint 2002 Expert	3/29/2004
MOS Certification	Certiport (Lafayette, IN testing center)	Excel 2002 Core	5/5/2004
MOS Certification	Certiport (Lafayette, IN testing center)	Excel 2002 Expert	6/1/2004
MOS Certification	Certiport (Lafayette, IN testing center)	Word 2002 Core	6/1/2004
MOS Certification	Certiport (Lafayette, IN testing center)	Word 2003 Specialist	12/29/2004
MOS Certification	Certiport (Lafayette, IN testing center)	Excel 2003 Specialist	1/26/2005
MOS Certification	Certiport (Lafayette, IN testing center)	PowerPoint 2003 Expert	2/18/2004

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documents required for review has been attached with this form (i.e. transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by former direct supervisor.)

NAME: MCNAIR VALERIE LORRRRAINE
(Last) (First) (Middle)

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE - Anderson

Specific Courses that You Teach in Program: BUS203, ACC105, BUS260

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From:	To:
INDIANA WESLEYAN UNIV	MARION, IN	MANAGEMENT	9/86	3/88
INDIANA UNIVERSITY	BLOOMINGTON, IN	PUBLIC AFFAIRS	6/80	8/86
Applicable Experience	Location	Exact Nature of Experience	Employment Period From:	To:
A-1 INDUSTRIAL/ A-1 DELIVERY	KOKOMO, IN	TRANSPORTATION	06/2000	10/2005
DAIMLER CHRYSLER	KOKOMO, IN	AUTO MANUFACT	6/96	2/2001
GENERAL MOTORS	INDIANAPOLIS, IN	HUMAN RESOURCES	9/85	9/95

I certify that the above information is correct to the best of my knowledge.

Valerie Lorraine McDaniel
Signature of Instructor

12/26/05
Date

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documents required for review has been attached with this form (i.e. transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by former direct supervisor.)

NAME: Nalywaiko Jill Ann
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Specific Courses that You Teach in Program: Communications I and II, Word Processing, Strategies for Success, Career Development, Keyboarding II and III

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
The Pacific Institute: Success Strategies for Effective Schools	Murat Theater Indianapolis, IN	Learn "Strategies" curriculum for classroom facilitation	9-9-05 9-10-05
The Pacific Institute: Imagine 21 Fast Track to Change	Murat Theater Indianapolis, IN	TPI strategies of thinking, growth in personal and professional arenas	7-21-05 7-23-05
Develop a Lesson Plan Workshop (CBSD)	IBC Anderson Campus	Lesson plan development	8-5-2005
Managing the Hard to Manage: Working With Difficult Students In-Service	Murat Theater Indianapolis, IN	Seminar, Classroom teaching methods	4-22-2005
MS Word	Self-taught	MS Word 2003 Expert Certification	9-12-2005
Taylor University	Upland, IN	BA in English	Aug. 1998 – May 2002

Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Taylor University, Career Development Office	Upland, IN	Worked as Career Planning Assistant for 2 years and assisted students with resumes, interviewing skills, and job searches	9-2000 5-2002
Brookville Community Schools	Brookville, OH	Tutored elementary children and middle- schoolers	Feb – March 2004
SpringHill Camp 39	Freetown, IN	Taught horseback riding to campers	Summers of 2002 and 2003

I certify that the above information is correct to the best of my knowledge.

Signature of Instructor

Date

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documents required for review has been attached with this form (i.e. transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by former direct supervisor.)

NAME: Nichols Kimberly Bolick
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Anderson

Specific Courses that You Teach in Program: Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
VPI & SU	Blacksburg, VA	BSEE	9/78 6/83
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
NUSC	New London, CT	Electronics Engineer	9/83 9/89
Parks Jr College	Aurora, CO	Instructor – math, computer courses	6/90 8/92

I certify that the above information is correct to the best of my knowledge.

Kimberly B Nichols
Signature of Instructor

9/27/2005
Date

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College – Fort Wayne

Name of Program Criminal Justice

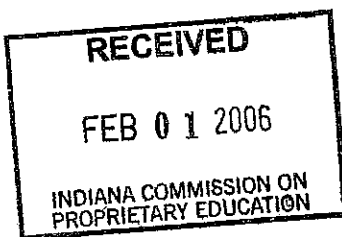
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 19, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

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II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL CREDIT HOURS: 109 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$17,760

Course Number	Course Title	Credit Hours	Clock Hours
BUS260	Career Development	2	
CJ100	Introduction to Criminal Justice	5	
CJ110	Introduction to Corrections	5	
CJ121	Juvenile Justice	5	
CJ130	Criminology	5	
CJ150	Introduction to Law Enforcement	5	
CJ222	Criminal Investigations	5	
CJ225	Criminal Justice Ethics	5	
CJ235	Introduction to Criminal Courts	5	
CJ240	Criminal Law and Procedure	5	
CJ245	Cybercrime	5	
CJ250	Criminal Justice Forensics	5	
COM105	Communication I *	5	
COM206	Communication II	5	
CPU200	Computers and Office Automation	4	
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MAT105	Business Math	5	
MED106	Psychology *	5	
MGT215	Group Dynamics	5	
SOC101	Introduction to Sociology *	5	
SPC101	Presentation Skills *	5	
		109	

Number of Credit/Clock Hrs. in Specialty Courses: 89

Percentage: 82%

Number of Credit/Clock Hrs. in General Courses: 20

Percentage: 18%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 9 **Full-Time:** 3 **Part Time:** 6

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Michael Lewis	BS CPA	25	3	0	X	
Sherri Renz	MBA	11	9 mos	6		X
Jason Amich	MS Paramedic	8	5	9 mos		X
Greg Smith	BA CPA	16	3	0		X
Christine Rathburn	JD	5	1	4		X
Sherryl Proctor	Master of Education	13	6 mos	1		X
Kathy Bleeke	BS	10	1 ½	3	X	
Dan Sattison	BS	12	1 ½	7		X
Lynda Hatfield	BA AAS	12	6	5	X	

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The library is located on campus. The library is open from 8:00 am – 10:00 pm Monday – Thursday and 8:00 am – 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs.

Plans are in place, and financial resources allocated, to hire a professionally trained librarian with a masters degree in Library Sciences on or before April 1, 2006. This individual will be employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual will be charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Fort Wayne campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Fort Wayne campus with library usage;
- b) providing assistance to faculty of the Fort Wayne campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Criminal Justice program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the resource center.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

CRIMINAL JUSTICE

Associate of Applied Science Degree Program

Completion Time: Six Quarters

This program provides students with a broad spectrum of coursework in corrections, law enforcement, courts, and investigation. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, and private security services.

Course No.	Title	Quarter Credit Hours
BUS260	Career Development	2
CJ100	Introduction to Criminal Justice †	5
CJ110	Introduction to Corrections †	5
CJ121	Juvenile Justice †	5
CJ130	Criminology †	5
CJ150	Introduction to Law Enforcement †	5
CJ222	Criminal Investigations	5
CJ225	Criminal Justice Ethics †	5
CJ235	Introduction to Criminal Courts †	5
CJ240	Criminal Law and Procedure†	5
CJ245	Cybercrime †	5
CJ250	Criminal Justice Forensics †	5
COM105	Communication I @	5
COM206	Communication II †	5
CPU200	Computers and Office Automation	4
CSS100	Strategies for Success	3
CSS101	Customer Service	2
KEY101	Keyboarding I	3
LEG101	Business Law	5
MAT105	Business Math †	5
MED106	Psychology @	5
MGT215	Group Dynamics	5
SOC101	Introduction to Sociology @	5
SPC101	Presentation Skills @	5
		109

† Core Courses

@ General Education Courses

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: **Amich** **Jason** **V.**
 (Last) (First) (Middle)

NAME OF INSTITUTION: **Indiana Business College - Fort Wayne**

Specific Courses that You Teach in Program: **Anatomy & Physiology, Microbiology,
Medical Terminology**

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Manchester College	North Manchester, IN	Biology / Chemistry	1997 - 1998
Ancilla Domini	Donaldson, IN	Biology	1994 - 1996
Canterbury University	Hyde, U.K.	Bio-Sciences	2001-2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Brown Mackie College (Formerly known as Michigina College)	Fort Wayne, IN	Instructing / Department Chair	8/1999 - 10-2004
Parkview Huntington Hospital LifeMed, Inc.	Huntington, IN	Providing comprehensive emergency and ambulatory care	7/1996 - 1/1998
Microbiology - TA	Donaldson, IN	Prepare Micro Lab and oversee student lab experience; tutor	8/1996 - 12/ 1997

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

1-10-06
DATE

INSTRUCTOR'S QUALIFICATION RECORD

1/18/06

INSTRUCTOR'S QUALIFICATION RECORD

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Rathburn (Last) Christine (First) A. (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program: Keyboarding I and Customer Service

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	South Bend, IN	General Studies	1994 - 1996
Thomas M. Cooley Law School	Lansing, MI	Law	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Michiana College	Fort Wayne, IN	Teaching	7/2002 - 12/2004
Rochester Community School	Rochester, IN	Teaching	1/1998 - 12/1998
Logansport Community Schools	Logansport, IN	Teaching	1/1998 - 12/1998
Sam's Club	KoKomo, IN	Solicitation	6/1997 - 12/1997
Four County Counseling	Logansport, IN	Counseling	5/1996 - 5/1997

I certify that the above information is correct to the best of my knowledge.

CPE Agenda
March 8, 2006

1 SIGNATURE OF INSTRUCTOR

1-13-06
DATE

INSTRUCTOR'S QUALIFICATION RECORD

NAME: **Sattison,** **Daniel** **M.**

(Last) (First) (Middle)

Specific Courses that You Teach in Program: Career Development

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

10/20/04
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Smith
 (Last)

Greg
(First)

Dean
(Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program: Math, Accounting, Computers, Medical Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Fort Wayne, IN	HIPPA, Educational Methods	2003	2005
Manchester College	North Manchester, IN	Accounting, B.A.	1987	1991
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Greg Smith, CPA	Fort Wayne, IN	Consulting work, Accounting (medical practices)	2002	Present
Foellinger Foundation	Fort Wayne, IN	Controller	1990	2002

I certify that the above information is correct to the best of my knowledge.



SIGNATURE OF INSTRUCTOR

1/13/06

DATE

CPE Agenda
March 8, 2006
115

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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College - Indianapolis

Name of Program Criminal Justice

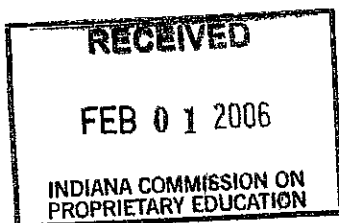
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 19, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with a broad spectrum of coursework in corrections, law enforcement, courts, and investigation. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, and private security services.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL CREDIT HOURS: 109 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$17,760

Course Number	Course Title	Credit Hours	Clock Hours
BUS260	Career Development	2	
CJ100	Introduction to Criminal Justice	5	
CJ110	Introduction to Corrections	5	
CJ121	Juvenile Justice	5	
CJ130	Criminology	5	
CJ150	Introduction to Law Enforcement	5	
CJ222	Criminal Investigations	5	
CJ225	Criminal Justice Ethics	5	
CJ235	Introduction to Criminal Courts	5	
CJ240	Criminal Law and Procedure	5	
CJ245	Cybercrime	5	
CJ250	Criminal Justice Forensics	5	
COM105	Communication I *	5	
COM206	Communication II	5	
CPU200	Computers and Office Automation	4	
CSS100	Strategies for Success	3	
CSS101	Customer Service	2	
KEY101	Keyboarding I	3	
LEG101	Business Law	5	
MAT105	Business Math	5	
MED106	Psychology *	5	
MGT215	Group Dynamics	5	
SOC101	Introduction to Sociology *	5	
SPC101	Presentation Skills *	5	
		109	

Number of Credit/Clock Hrs. in Specialty Courses: 89

Percentage: 82%

Number of Credit/Clock Hrs. in General Courses: 20

Percentage: 18%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 13 Full-Time: 8 Part Time: 5

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Dave Allender	BS	29.5	6 months	29		X
Phyllis Bobbish	BS	4	1	3		X
Paulette Brown	MSM/BS	7	2	5		X
Sid Downey	MBA/ BS	34	12	22		X
Jake Harreld	MA/BS	4	1	3	X	
Diane Heavin	MA/BS	25	20	5	X	
James Monroe	BS	7	4	3	X	
Richard Norton	BS	14	2	12	X	
Andrew Rule	BS	5	1	4	X	
Aaron Sears	BS	10	1 month	10		X
Julie Schimmel	MS/BS	9	7	2	X	
Diane Siemen	BA	6	4	2	X	
Diana Temple	MBA/BS	27	6	21	X	

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The library is located on the second floor of the main campus at 550 East Washington Street. The resource room is open from 8:00 a.m. to 10:00 p.m. Monday through Thursday, from 8:00 a.m. to 4:30 p.m. on Friday and from 8:00 a.m. to 12:00 p.m. on Saturday.

Plans are in place, and financial resources allocated, to hire a professionally trained librarian with a masters degree in Library Sciences on or before April 1, 2006. This individual will be employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual will be charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

In addition to the above listed responsibilities, this individual will be responsible for oversight of the library resources at the Indianapolis campus. Additional responsibilities include:

- a) providing assistance to students and faculty of the Indianapolis campus with library usage;
- b) providing assistance to faculty of the Indianapolis campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

There are 400 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Criminal Justice program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 50 professional periodicals which are available in the resource center.

4. Other library facilities in close geographical proximity for student access:

The Indianapolis Marion County Library is located four blocks from the College.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

CRIMINAL JUSTICE

Associate of Applied Science Degree Program

Completion Time: Six Quarters

This program provides students with a broad spectrum of coursework in corrections, law enforcement, courts, and investigation. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, and private security services.

Course No.	Title	Quarter Credit Hours
BUS260	Career Development	2
CJ100	Introduction to Criminal Justice †	5
CJ110	Introduction to Corrections †	5
CJ121	Juvenile Justice †	5
CJ130	Criminology †	5
CJ150	Introduction to Law Enforcement †	5
CJ222	Criminal Investigations	5
CJ225	Criminal Justice Ethics †	5
CJ235	Introduction to Criminal Courts †	5
CJ240	Criminal Law and Procedure†	5
CJ245	Cybercrime †	5
CJ250	Criminal Justice Forensics †	5
COM105	Communication I @	5
COM206	Communication II †	5
CPU200	Computers and Office Automation	4
CSS100	Strategies for Success	3
CSS101	Customer Service	2
KEY101	Keyboarding I	3
LEG101	Business Law	5
MAT105	Business Math †	5
MED106	Psychology @	5
MGT215	Group Dynamics	5
SOC101	Introduction to Sociology @	5
SPC101	Presentation Skills @	5
		109

† Core Courses

@ General Education Courses

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Allender

David

M

(Last)

(First)

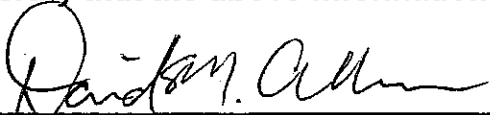
(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Criminal Justice courses

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	Indianapolis	BS Criminal Justice	1970 1979
////////////////////////////////////	//////////////////////////////////// ////	////////////////////////////////////	////////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
IPD	Indianapolis	Captian	02/76 Present

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

9/1/05
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Bobbish

Phyllis

M

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Principles of Business, Marketing, Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	BS Psychology	2001 2003
////////////////////////////////////	//////////////////////////////////// ////	////////////////////////////////////	//////////////////////////////////// /
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Tutor	Muncie	Counseling/Tutoring	2002 2003
Teacher Aid	Indianapolis	Teaching	1998 1999

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Brown Paulette
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Communication I, Keyboarding I, Keyboarding III

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan	Indianapolis, IN	BS Business	8/97 12/99
Indiana Wesleyan	Indianapolis, IN	MS Management	8/99 12/01
////////////////////	//////////////////// ////	////////////////////	//////////////////// /
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
The Ford Group	Indianapolis, IN	Writer	7/00 Present
Possibilities Network	Indianapolis, IN	Learning Center	5/02 10/02
Meridian Financial	Administrative Asst.	Receptionist	8/99 7/00

I certify that the above information is correct to the best of my knowledge.

Paulette Brown
SIGNATURE OF INSTRUCTOR

1/31/05
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)


NAME: Downey Sidney J
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Intermediate Accounting I, Accounting I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	Bloomington, IN	MBA-Business	5/72 8/75
High Point College.	High Point, NC	BS-Human Relations	8/67 5/70
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Accounting Consulting	Self-Employed	Financial Acctg. Consulting	93 Present
Coordinator and Instructor	Northwood University	Coordinate Programs and Instruct	93 Present
Franklin College	VP of Finance	Supervised Business and Financial Operations	88 92
Maryville College	VP Admissions	Same	83 88
University of Tenn.	Fiscal Officer	Same	82 83

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

1/31/05
DATE

INSTRUCTOR QUALIFICATION RECORD

NAME: Harreld	Jake	R
(Last)	(First)	(Middle)

Specific Courses that you Teach in a Program: Principles of Business, Management, Communication, Math, Computer Office Automation

I certify that the above information is correct to the best of my knowledge.

DATE 1/31/05

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Heavin, Diane M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Presentation Skills, Keyboarding

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Indianapolis	Indianapolis, IN	Elementary Education BS	9/77 5/81
University of Indianapolis	Indianapolis, IN	Elementary Education MA	1/82 6/89
////////////////////	//////////////////// ////	////////////////////	////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Teach Reading and Math	Greenwood, IN	Teaching	9/84 1/86
Substitute Teaching	Indianapolis and Greenwood	Teaching	9/81 4/85

I certify that the above information is correct to the best of my knowledge.

Diane M. Heavin
SIGNATURE OF INSTRUCTOR

1-31-05
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

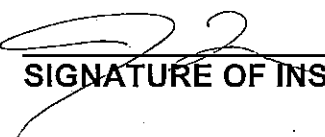
NAME: Monroe James
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Accounting II, Accounting III, Cost Accounting, Intermediate Accounting

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
IUPUI	Indianapolis, IN	Accounting BS	84 90
////////////////////	//////////////////// ////	////////////////////	////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Cresleigh Bancorp	Loan Officer	Originate Loans	3/01 12/01
National City Bank	Loan Officer	Originate Loans	4/00 12/00
Conseco Travel	Corporate Group Travel	Group travel	1/98 3/00
RCI Travel	Group Travel Agent	Group Travel	4/97 9/98

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

1/31/05
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Norton

(Last)

Richard

(First)

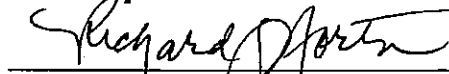
(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

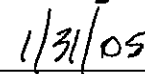
Specific Courses that You Teach in Program: Marketing, Sales, Management, Principles of Business, Presentation Skills, Economics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Martin University	Indianapolis	Business BS	1995 2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana State Teachers Assoc	Indianapolis	Flex Plan Administrator	4/97 7/01
Claim Support Systems	Indianapolis	Claim Processor	1/96 4/97

I certify that the above information is correct to the best of my knowledge.



SIGNATURE OF INSTRUCTOR



DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Rule

(Last)

Andrew

(First)

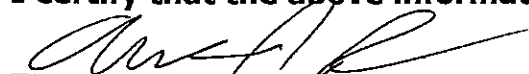
(Middle)

NAME OF INSTITUTION: Indiana Business College - *Indianapolis*

Specific Courses that You Teach in Program: All Criminal Justice courses, Principles of Business, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
IUPUI	Indianapolis, IN	Criminal Justice BS	6/99 5/02
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
UPS	Indianapolis	Training	2/04 12/04
AIM	Indianapolis	Mentor	12/00 1/04

I certify that the above information is correct to the best of my knowledge.



SIGNATURE OF INSTRUCTOR

1/31/05

DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Sears

Aaron

M

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - *Indianapolis*

Specific Courses that you Teach in a Program: Criminal Justice courses

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	BS Criminal Justice	1990 1995
////////////////////////////////////	//////////////////////////////////// ////	////////////////////////////////////	////////////////////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Greenwood Probation	Greenwood, IN	Probation Officer	2005 Present
Hendrick County PO	Indianapolis	PO	2004 2005
Marion County	Indianapolis	PO	1996 2000

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

4 Jan 2006
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Schimmel

Julie

(Last)

(First)


(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Communication II, Business Communication

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:	
Indiana State University	Terre Haute, IN	MS fashion Merchandising		
Indiana State University	Terre Haute, IN	BS Journalism	8/83	8/87
////////////////////	//////////////////// //	////////////////////	////////////////////	////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Indianapolis Public Schools	Indianapolis, IN	Substitute	12/01	6/02
MPlan	Indianapolis, IN	Communications	8/01	10/01
Community Hospitals	Indianapolis, IN	Recruiting - HR	8/00	12/01

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

1/20/06
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

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NAME: Siemen, Diane
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Database, Spreadsheet, Word Processing, Computer Office Automation, Software Integration, Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Saginaw Valley State University	Saginaw, MI	Psychology, BA	8/95 - 8/99
////////////////////	//////////////////// ///	////////////////////	////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
CTG	Indianapolis, IN	Instruct Computer Apps	9/01 - 11/01
New Horizons	Indianapolis, IN	Instruct Computer Apps	8/01 - 9/01
Gateway	Indianapolis, IN	Instruct Computer Apps	2/00 - 3/01
Northwood University	Indianapolis, IN	Instruct Computer Apps	9/99 - 1/01

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

1/31/05
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR QUALIFICATION RECORD

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NAME: Temple Diana M
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that you Teach in a Program: Customer Service, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan U.	Marion, IN	Business Administration MBA	1994 1996
Indiana Wesleyan U.	Marion, IN	Business BS	1988 1991
////////////////////	//////////////////// //	////////////////////	////////////////////
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
IPL	Indianapolis, IN	Customer Service	1981 1998

I certify that the above information is correct to the best of my knowledge.

Diana M. Temple
SIGNATURE OF INSTRUCTOR

1-31-05
DATE

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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College - Muncie

Name of Program Criminal Justice

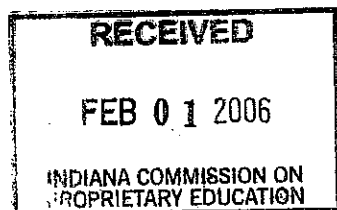
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 19, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with a broad spectrum of coursework in corrections, law enforcement, courts, and investigation. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, and private security services.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL CREDIT HOURS: 109 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$17,760

Course Number	Course Title	Credit Hours	Clock Hours
BUS260	Career Development	2	
CJ100	Introduction to Criminal Justice	5	
CJ110	Introduction to Corrections	5	
CJ121	Juvenile Justice	5	
CJ130	Criminology	5	
CJ150	Introduction to Law Enforcement	5	
CJ222	Criminal Investigations	5	
CJ225	Criminal Justice Ethics	5	
CJ235	Introduction to Criminal Courts	5	
CJ240	Criminal Law and Procedure	5	
CJ245	Cybercrime	5	
CJ250	Criminal Justice Forensics	5	
COM105	Communication I *	5	
COM206	Communication II	5	
CPU200	Computers and Office Automation	4	
CSS100	Strategies for Success	3	
CSS101	Customer Service	2	
KEY101	Keyboarding I	3	
LEG101	Business Law	5	
MAT105	Business Math	5	
MED106	Psychology *	5	
MGT215	Group Dynamics	5	
SOC101	Introduction to Sociology *	5	
SPC101	Presentation Skills *	5	
		109	

Number of Credit/Clock Hrs. in Specialty Courses: 89

Percentage: 82%

Number of Credit/Clock Hrs. in General Courses: 20

Percentage: 18%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The Resource Center is located within the campus itself. Hours of student access are:

Monday-Thursday	7:30 am – 10:00 pm
Friday	7:30 am – 4:30 pm

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from **Infotrac Search bank:** Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; **ProQuest Direct:** ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); **The Electric Library** (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and **Bowker's Books in Print.**

2. Number of volumes of professional material:

There are currently over five hundred (500) volumes of professional materials in the inventory.

3. Number of professional periodicals subscribed to:

There are currently twelve (12) professional periodicals and two (2) newspaper publications in the inventory.

4. Other library facilities in close geographical proximity for student access:

Kennedy Public Library
1700 W. McGalliard
Muncie
Approximately 2 miles from campus

Maring-Hunt Public Library
2005 S. High Street
Muncie
Approximately 4 miles from campus

Ball State University Library (Bracken Library)

1100 N. McKinley
Muncie
Approximately 4 miles from campus

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

CRIMINAL JUSTICE

Associate of Applied Science Degree Program

Completion Time: Six Quarters

This program provides students with a broad spectrum of coursework in corrections, law enforcement, courts, and investigation. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, and private security services.

Course No.	Title	Quarter Credit Hours
BUS260	Career Development	2
CJ100	Introduction to Criminal Justice †	5
CJ110	Introduction to Corrections †	5
CJ121	Juvenile Justice †	5
CJ130	Criminology †	5
CJ150	Introduction to Law Enforcement †	5
CJ222	Criminal Investigations	5
CJ225	Criminal Justice Ethics †	5
CJ235	Introduction to Criminal Courts †	5
CJ240	Criminal Law and Procedure†	5
CJ245	Cybercrime †	5
CJ250	Criminal Justice Forensics †	5
COM105	Communication I @	5
COM206	Communication II †	5
CPU200	Computers and Office Automation	4
CSS100	Strategies for Success	3
CSS101	Customer Service	2
KEY101	Keyboarding I	3
LEG101	Business Law	5
MAT105	Business Math †	5
MED106	Psychology @	5
MGT215	Group Dynamics	5
SOC101	Introduction to Sociology @	5
SPC101	Presentation Skills @	5
		109

† Core Courses

@ General Education Courses

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Baker, Ted

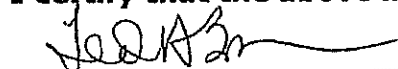
NAME OF INSTITUTION: *Indiana Business College - Muncie*

Specific Courses that You Teach in Program:

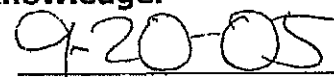
Marketing (BUS202), Fundamentals of Math (MAT102), Management (MGT200), Customer Service (CSS101)

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	BS – Business Marketing	1976-1980
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Worldwide Technologies	Muncie, IN	Managing Partner and Co-Owner; all aspects of business, marketing, sales	1996-Present

I certify that the above information is correct to the best of my knowledge.



SIGNATURE OF INSTRUCTOR



DATE

COMMISSION ON PROPRIETARY EDUCATION

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NAME: Boyle, Angela

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE - MUNCIE

Specific Courses that You Teach in Program:

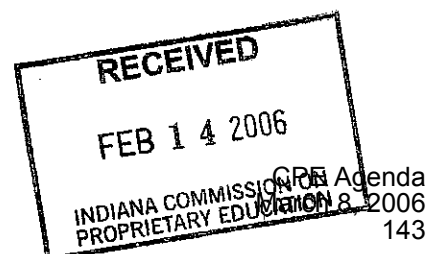
Computers & Office Automation (CPU200), Computing Essentials (IT101), Office Automation with Computers (IT102)

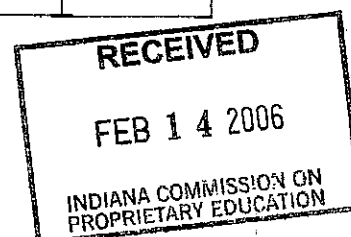
Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	MIS	1989-1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Allergy Associates	Columbus, IN	Entered Paper & electronic insurance claims, did all aspects of patient billing Trainer for HIPPA	2002-2003
Southeastern Indiana Heath Organization	Columbus, IN	Set up new hard and software for insurance. Performed dally system backup. Completed batch processes in a timely manner	2000-2002

I certify that the above information is correct to the best of my knowledge.

Angela Boyle
SIGNATURE OF INSTRUCTOR

1-5-05
DATE





COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Fisk (Last) Kristen (First) Ann (Middle)

NAME OF INSTITUTION: Indiana Business College

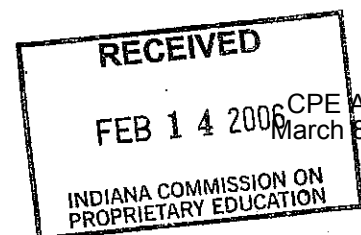
Specific Courses that You Teach in Program: Criminal Justice and Communication

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	Criminal Justice and Criminology	2000 to 2005
Research Assistant	Ball State University	Research Asst. to Criminal Justice Professor	Non-paid Jan - May, 2005
Applicable Experience			
	Location	Exact Nature of Experience	Employment Period From: To:
Internship	Delaware Co. Adult Probation	Shadowed Probation Officer	Aug 04 - Dec 04
Youth Opportunity Center	Muncie, In	Direct Care Staff in Y.O.C.	Sept 05 - Present

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

2/13/06
DATE



COMMISSION ON PROPRIETARY EDUCATION

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NAME: GERBER CINDY F

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE - Muncie

Specific Courses that You Teach in Program: ACCOUNTING I, PRINCIPLES OF BUSINESS, WORD PROCESSING, STRATEGIES FOR SUCCESS, CUSTOMER SERVICE, COMMUNICATION I, COMMUNICATION II, BUSINESS COMMUNICATION, INTRO TO COMPUTERS, BUSINESS LAW, MATH FUNDAMENTALS, MANAGEMENT, PRESENTATION SKILLS, KEYBOARDING I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
BALL STATE UNIVERSITY	MUNCIE, IN	B.S. MANAGEMENT	9-80/5-85
BALL STATE UNIVERSITY	MUNCIE, IN	B.S. LEGAL ADMINISTRATION	8-87/8-88
BALL STATE UNIVERSITY	MUNCIE, IN	M.A. ADULT EDUCATION	9-92/7-98
MOUS CERTIFICATION	INDIANAPOLIS, IN	MICROSOFT OFFICE 2000 WORD EXPERT/ACCESS	3/8/02 3/8/02
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
INDIANA BUSINESS COLLEGE	MUNCIE, IN	BUSINESS INSTRUCTOR	2-00/PRESENT
INDIANA BUSINESS COLLEGE	MUNCIE, IN	BUSINESS ED INSTRUCTOR	1-89/PRESENT

I certify that the above information is correct to the best of my knowledge.

CPE Agenda
SIGNATURE OF INSTRUCTOR

DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME:

McClellan Amanda L.

NAME OF INSTITUTION: Indiana Business College - Muncie

Specific Courses that You Teach in Program: Communication I, II, and III; Presentation Skills, Customer Service, Anatomy and Physiology I and II; Medical Terminology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of S. Mississippi	Hattiesburg, MS	Education	1996-1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
IBC	Muncie, IN	General Education Instructor	11/03-current
Remington College	Metairie, LA	General Education Instructor	2001-2002

I certify that the above information is correct to the best of my knowledge.

Amanda McClellan
SIGNATURE OF INSTRUCTOR

11/17/03
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: NEWELL MICHAEL L.

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE - Muncie

Specific Courses that You Teach in Program: NETWORK ADMINISTRATION, WORKING WITH NETWORKS, COMPUTER HARDWARE TECHNOLOGIES

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
IVY TECH COLLEGE	MUNCIE, IN	COMPUTER INFO SYSTEMS	5-91/12-94

Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
IVY TECH STATE COLLEGE	MUNCIE, IN	INSTRUCTOR	
INDIANA BUSINESS COLLEGE	MUNCIE, IN	INSTRUCTOR	6-02/PRESENT

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

CPE Agenda
March 8, 2006
149

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Pitman, Tim

NAME OF INSTITUTION:

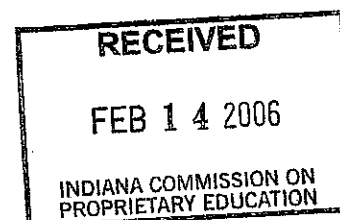
Specific Courses that You Teach in Program: Customer Service (CSS101), Strategies (CSS100), Psychology (MED106), Management (MGT200), Intro. To Corrections (CJ110), Juvenile Delinquency (CJ120), Intro. To Criminal Justice (CJ100)

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Capella University P.H.D.	Minneapolis, MN	Organizational Mgmt.	2002-Present
Baker University	Baldwin, KS	MBA Business	1998-2000
Upper Iowa University	Fayetteville, Iowa	BS Human Services	1992-1994
Central Texas College	Killeen, Texas	A.A.S. Criminal Justice	1991-1992
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Battery Commander	Rockville, IN	Supervisor 130 Personnel	2000-2002
Indiana Wesleyan University	Marion, IN	Teach Associate/Bachelor Classes	2000-2003
Cloud County Community College	Junction City, KS	Associate level business/ psychology	1998-2000
National American University	Indiana Business College	Business Classes (Online)	2003-Present
US Army	Various Locations	Management	1983-1994

I certify that the above information is correct to the best of my knowledge.

J. Pitman
SIGNATURE OF INSTRUCTOR

2/1/04
DATE



INSTRUCTOR'S QUALIFICATION RECORD

Specific Courses that You Teach in Program: Career Development BUS 260

CPE Agenda
March 8, 2006
151

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME:

Pruitt

Linda

K.

NAME OF INSTITUTION: *Indiana Business College - Muncie*

Specific Courses that You Teach in Program: Computers and Office Automation, Basic Insurance, Keyboarding I, Medical Law and Ethics, Medical Terminology, Medical records, Health Information Management, Diagnostic Coding, Procedural Coding, and Pharmacology.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ivy Tech State College	Muncie, Indiana	Administration Office. Tech.	1984 1985
Indiana Wesleyan U.	Marion, Indiana	Business Admin	1990 1994
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Business Division	Muncie, IN	Administrative Asst.	1985 1996
Health Division	Muncie, IN	Admin. Assist	1985 1996
Adjunct Faculty	Muncie, IN	Business Health, Human Services	1994 1996
Program Chair0-Medical Assisting	Marion, IN	Program Chair/Faculty	1996 Present

I certify that the above information is correct to the best of my knowledge.

Linda K Pruitt MBA CMA

SIGNATURE OF INSTRUCTOR

3/16/03

DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Roach Diana F.

NAME OF INSTITUTION: Indiana Business College - Muncie

Specific Courses that You Teach in Program: Presentation Skills, Comm. II, Management, Economics, Principles of Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan University	Marion, IN	BS	1996-1998
Ivy Tech.	Muncie, IN	Secretarial Admin.	1979-1982
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Ball Memorial Hospital	Muncie, IN	Administrative Assistant	1986-2000
Ball Corporation	Muncie, IN	Administrative Assistant	2000-2002
Cardinal Greenway	Muncie, IN	Director of Administration	2001-2003

I certify that the above information is correct to the best of my knowledge.

Diana Roach
SIGNATURE OF INSTRUCTOR

1/5/04
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: SNYDER JUDITH G.

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE - Muncie

Specific Courses that You Teach in Program: COMMUNICATION I, COMMUNICATION II, BUSINESS COMMUNICATION, PRESENTATION SKILLS

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
BALL STATE UNIVERSITY	MUNCIE, IN	ENGLISH-SPEECH	1958/1961
BALL STATE UNIVERSITY	MUNCIE, IN	COURSE WORK TOWARDS MASTERS	1990/1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
INDIANA BUSINESS COLLEGE	MUNCIE, IN	INSTRUCTOR	9-01/PRESENT

I certify that the above information is correct to the best of my knowledge.

Judith M. Snyder
SIGNATURE OF INSTRUCTOR

August 13, 2002
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

NAME:

VanFossan, Tonja

NAME OF INSTITUTION: *Indiana Business College - Muncie*

Specific Courses that You Teach in Program:

Fundamentals of Math (MAT102), Communications I (COM102), Communications II (COM103)

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	Education	1989-1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Knox. Co. Schools	Knoxville, TN	Education	7/11 to 9/05
Nova Inf. Systems	Knoxville, TN	IT Help Desk	11/99 to 6/00
South College	Knoxville, TN	Computer & Math Instructor	7/99 to 11/99
Indiana Business College	Marion, IN	Computer Instructor	12/98 to 6/99

I certify that the above information is correct to the best of my knowledge.

Tonja Van Fossan
SIGNATURE OF INSTRUCTOR

1-18-06
DATE

INSTRUCTOR'S QUALIFICATION RECORD

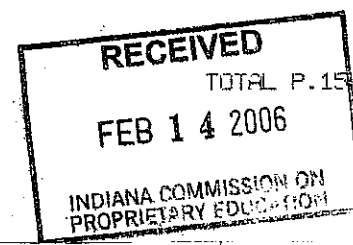
Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME OF INSTITUTION: Indiana Business College - Muncie

Communications (COM090)

CPE Agenda
March 8, 2006
156



COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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WRIGHT J.E. INDIANA BUSINESS COLLEGE - Muncie
Name (Last, First, Middle) Name of Institution at which you teach

Proprietorship Accounting, Partnership Accounting, Payroll and Income Tax, Corporation Accounting, Cost Accounting, Intermediate I & II,
Auditing, Fed Tax I & II, Management, Economics, Customer Service
Specific Subjects you teach

Source of Training/Education	Location	Area or Subject of Training/Education	Period of attendance	
			FROM	TO
Ball State University	Muncie, IN	M.B.A. Business Admn	Sep-88	May-91
Indiana University	Richmond, IN	B.A. General Studies Business	1984	1988
Tennessee Tech University	Cookville, TN	Business	1962	1966
CPA License	Indianapolis, IN	CPA test, Additional continuing	1991	Present
	Fort Wayne, IN	education of 120 hours per 3 yrs		
Applicable Experience	Location	Exact Nature of Experience	Employment	
			FROM	TO
Indiana Business College	Muncie, IN	Accounting Instructor	Jan-91	Present
Ball State University	Muncie, IN	Grad Assistant/ Classroom Duties	Aug-90	Dec-90
Frisches Restaurant	Anderson, IN	Management/Supervisor	Jun-89	Jan-90
Big Wheel Restaurant	Muncie, IN	Manager	Aug-78	Jan-89
Marhoefer Packing	Muncie, IN	Cost Accounting	Feb-66	Apr-70

I certify that the above information is correct to the best of my knowledge.

J.E. Wright
Signature of Instructor

8/15/2003
Date

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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College - Muncie

Name of Program Human Resources

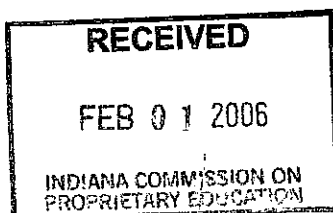
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 19, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program trains students to maintain personnel records of an organization's employees; assist with internal and external notification of position openings; assist in the hiring process; answer employee questions; prepare reports for managers; administer aptitude tests, and screen applicants.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Human Resources

TOTAL CREDIT HOURS: 102 **QUARTER HOURS** X **SEMESTER HOURS**

Or CLOCK HOURS:

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$17,760

Course Number	Course Title	Credit Hours	Clock Hours
ACC101	Accounting I	5	
ACC105	Payroll/10-Key	5	
BUS100	Principles of Business	5	
BUS205	Economics *	5	
BUS260	Career Development	2	
COM105	Communication I *	5	
COM206	Communication II	5	
CPU200	Computers and Office Automation	4	
CPU212	Word Processing	4	
CPU220	Spreadsheets	4	
CPU230	Database	5	
CSS100	Strategies for Success	3	
CSS101	Customer Service	2	
KEY101	Keyboarding I	3	
LEG101	Business Law	5	
MAT105	Business Math	5	
MED106	Psychology *	5	
MGT200	Management	5	
MGT210	Training and Development	5	
MGT215	Group Dynamics	5	
MGT220	Leadership	5	
MGT230	Employee Benefits	5	
SPC101	Presentation Skills *	5	
TOTAL CREDIT HOURS		102	

Number of Credit/Clock Hrs. in Specialty Courses: 82

Percentage: 80%

Number of Credit/Clock Hrs. in General Courses: 20

Percentage: 20%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses:

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The Resource Center is located within the campus itself. Hours of student access are:

Monday-Thursday 7:30 am – 10:00 pm
Friday 7:30 am – 4:30 pm

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from **Infotrac Search bank:** Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; **ProQuest Direct:** ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); **The Electric Library** (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and **Bowker's Books in Print.**

2. Number of volumes of professional material:

There are currently over five hundred (500) volumes of professional materials in the inventory.

3. Number of professional periodicals subscribed to:

There are currently twelve (12) professional periodicals and two (2) newspaper publications in the inventory.

4. Other library facilities in close geographical proximity for student access:

Kennedy Public Library
1700 W. McGalliard
Muncie
Approximately 2 miles from campus

Maring-Hunt Public Library
2005 S. High Street
Muncie
Approximately 4 miles from campus

Ball State University Library (Bracken Library)

1100 N. McKinley
Muncie
Approximately 4 miles from campus

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 16 Full-Time: 4 Part Time: 12
 Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Tim Pitman	MBA	12	4 years	11 years		Yes
Cindy Gerber	MA/ MOUS Cert.	16	16 years	2 years	Yes	
Tammy Kidd	BS	6	4 years	0		Yes
J.E. Wright	MBA/Certified Public Accountant (CPA)	15	15 years	4 years	Yes	
Judy Snyder	BS	31	4 years	29 years		Yes
Amanda McClellan	BA	5	3 years	1 year		Yes
Mike Newell	AAS/ MCSE, A+; Net +, MCP;MCT	14	4 years	8 years		Yes
Jennifer Pugh	BS	4	2 years	0	Yes	
Diana Roach	BS	11	3 years	0	Yes	
Linda Pruitt	MBA/ Certified Med. Assistant	19	4 years	7 years		Yes
Kristin Fisk	BS	1 year	1 quarter	0		Yes
Jill Clements	BS	2 years	1 quarter	0		Yes
Angela Boyle	BS	3 years	1 year	0		Yes
Ted Baker	BS	25 years	2 quarters	0		Yes
Tonja Van Fossan	MAE	7 years	1 quarter	6 years		Yes
Cheryl Williamson	MA	24	3 quarters	24 years		Yes

RECEIVED

FEB 14 2006

INDIANA COMMISSION OF PROPRIETARY EDUCATION

Agenda
March 8, 2006

FACULTY FOR THE **HUMAN RESOURCE** PROGRAM
AT **MUNCIE**
IS THE SAME FACULTY FOR THE **CRIMINAL JUSTICE**
PROGRAM

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College - Indianapolis

Name of Program Pastry Arts

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 12, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

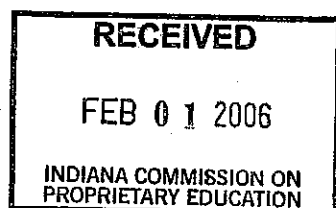
The objective of the Pastry Arts Program is to prepare students for entry level opportunities as Pastry Cooks and Assistant Pastry Chefs. A solid foundation provided by the program combined with industry experience puts graduates on the path to achieving Pastry Chef status.

The program's curriculum includes hands-on baking that focuses on the skills and principles necessary for success. Students are introduced to the art of making specialty breads, cakes, pies, pastry creams and French pastry, and presented skills in advanced decoration and design.

The student of Pastry Arts is introduced to the fundamentals of store room/bake shop operations, nutrition, safety sanitation, and purchasing. Students are also given an overview of the organization and operation of a commercial kitchen in addition to a bake shop. Commercial kitchen food fabrication and techniques are included to give students the ability to function as pastry assistant or entry level line cook.

The principles of pastry and culinary arts offered in this program are complemented by business courses relating to pastry shop, restaurant and commercial kitchen operations. The program's business and food service courses are enhanced by courses in general education that emphasize fundamentals of problem-solving and human relations.

This well-balanced program culminates in 480 hours of externship offering students important opportunities to apply newly acquired classroom knowledge and kitchen skills. The externship mark's the point where students begin to experience their exciting career goals.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Pastry Arts

TOTAL CREDIT HOURS: 120 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 7 quarters **TUITION:** 28,800

Course Number	Course Title	Credit Hours	Clock Hours
PA101	Introduction to Baking / Dough Formulas / Specialty Bread Products	8	
PA102	Pastry creams custards & Mousse	2	
PA103	Culinary Arts Food Preparation	6	
PA104	Variety Pies & Specialty Cakes / French Pastry & Deserts	8	
PA105	Specialty Deserts, Frozen Deserts & Ice Cream, Petit Fours and Cookies	8	
PA106	Chocolate Artistry, Sugar Designs Decoration & Architecture	8	
PA107	Advanced Decorating & Architecture	4	
PA108	Pastry Arts Salon Preparation & Project	4	
PA109	Pastry Arts Externship	12	
PA110	Pastry Arts Externship	4	
FS100	Small Business Accounting	4	
FS101	Safety / Sanitation & Kitchen Design	4	
FS102	Food Service Math	4	
FS103	Purchasing for Food Service	4	
FS104	Computer Food and Research Strategies	4	
FS106	Nutrition for Food Service	4	

FS108	Food and Beverage Management	4	
FS110	Public Relations and Employee Supervision	4	
FS111	Job Search and Interview Techniques	4	
FS112	Small Business Entrepreneurship	4	
GE101	Business Communication *	4	
GE103	Oral Communications *	4	
GE104	Psychology *	4	
GE105	Sociology *	4	
TOTAL		120	

Number of Credit/Clock Hrs. in Specialty Courses: 100

Percentage: 83%

Number of Credit/Clock Hrs. in General Courses: 20

Percentage: 17%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The library is located on the second floor of the main campus at 550 East Washington Street. The resource room is open from 8:00 a.m. to 10:00 p.m. Monday through Thursday, from 8:00 a.m. to 4:30 p.m. on Friday and from 8:00 a.m. to 12:00 p.m. on Saturday.

Plans are in place, and financial resources allocated, to hire a professionally trained librarian with a masters degree in Library Sciences on or before April 1, 2006. This individual will be employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual will be charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

In addition to the above listed responsibilities, this individual will be responsible for oversight of the library resources at the Indianapolis campus. Additional responsibilities include:

- a) providing assistance to students and faculty of the Indianapolis campus with library usage;
- b) providing assistance to faculty of the Indianapolis campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

There are 400 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Pastry Arts program in addition to all other programs currently approved. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 50 professional periodicals which are available in the resource center.

4. Other library facilities in close geographical proximity for student access:

The Indianapolis Marion County Library is located four blocks from the College.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 **Full-Time:** 6 **Part Time:** 1

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Sid Downey	MBA/ BS	34	12	22		X
Jake Harreld	MA/BS	4	1	3	X	
Diane Heavin	MA/BS	25	20	5	X	
James Monroe	BS	7	4	3	X	
Richard Norton	BS	14	2	12	X	
Diane Siemen	BA	6	4	2	X	
Diana Temple	MBA/BS	27	6	21	X	

**** Professional Pastry Arts instructors will be hired approximately 30 days before our September 2006 start.**

**FACULTY FOR THE PASTRY ARTS PROGRAM
AT INDIANAPOLIS
INCLUDES SOME OF THE SAME FACULTY FOR THE
CRIMINAL JUSTICE PROGRAM**

INDIANA BUSINESS COLLEGE

550 East Washington Street • Indianapolis, IN 46204 • 317-264-5656 • FAX 317-264-5640 • www.ibschools.edu

Founded 1962

13 February 2006

Ms. Rebecca Carter
Director of Regulatory Compliance
Indiana Commission on Proprietary Education
302 West Washington Street Room E201
Indianapolis, IN 46204

Dear Ms. Carter,

The following information is being submitted to you in response to our earlier conversation regarding the Pastry Arts new program application submitted for the Indianapolis campus.

The Indianapolis campus will be hiring experienced faculty to begin teaching in the program prior to the September 2006 quarter start. Copies of the completed Instructor Qualification Record(s) for the new faculty, in addition to all supporting documentation, will be submitted to you at that time.

Please feel free to contact me should you require anything further.

Sincerely,



Kimberli J. Lornes
Director of Curriculum

RECEIVED

FEB 14 2006

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College - Evansville

Name of Program Business Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

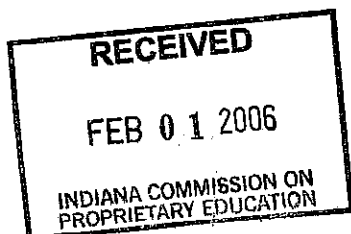
Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 6, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This Business Management Bachelor's Degree program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Accounting, Business Administration, Human Resources, and Organizational Management. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Subsequent to the transcript review, additional courses may need to be taken in order to meet bachelor's degree requirements.

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork/leadership development through participation in classroom activities and student organizations.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Management

TOTAL CREDIT HOURS: 89-90 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$17,760

Course Number	Course Title	Credit Hours	Clock Hours
COM300	English Composition I *	5	
COM310	English Composition II *	5	
COM365	Technical Communications *	5	
FIN350	Finance for Managers	5	
LEG350	Employment Law	5	
MAT301	Introductory Algebra *	5	
MAT360	Business Statistics *	5	
MGT300	Business Ethics	5	
MGT310	Technology for Managers	5	
MGT325	Organizational Behavior	5	
MGT340	Human Resources Management	5	
MGT410	Managing in a Global Environment	5	
MGT465	Strategic Management	5	
MKG360	Marketing Management	5	
SCI305	Environmental Science *	5	
SCI310	Principles of Nutrition *	5	
SOC101	Introduction to Sociology *	5	
	<i>Students must choose from one of the following elective components:</i>		
MGT260	Project Management I	4	
MGT400	Entrepreneurship	5	
	TOTAL	89-90	

Number of Credit/Clock Hrs. in Specialty Courses: 49-50 **Percentage:** 56%
Number of Credit/Clock Hrs. in General Courses: 40 ** **Percentage:** 44%

*** Students completing an Indiana Business College associate of applied science degree program in Accounting, Human Resources, Business Administration, or Organizational Management will have successfully completed a minimum of 15 quarter credit hours in general education studies.*

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The library is open from 8:00 am – 10:00 pm Monday – Thursday and 8:00 am – 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs.

Plans are in place, and financial resources allocated, to hire a professionally trained librarian with a masters degree in Library Sciences on or before April 1, 2006. This individual will be employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual will be charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Evansville campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Evansville campus with library usage;
- b) providing assistance to faculty of the Evansville campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

There are 178 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 19 professional periodicals which are available in the resource center.

4. Other library facilities in close geographical proximity for student access:
Vanderburgh Public Library System, 7 branches; University of Evansville

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

BUSINESS MANAGEMENT

Bachelor's Degree Program

Completion Time: Six Quarters

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork and leadership development through participation in classroom activities and student organizations.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Accounting, Business Administration, Human Resources, and Organizational Management. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Subsequent to the transcript review, additional courses may need to be taken in order to meet bachelor's degree requirements.

Course No.	Title	Quarter Credit Hours
COM300	English Composition I @	5
COM310	English Composition II @	5
COM365	Technical Communications @	5
FIN350	Finance for Managers †	5
LEG350	Employment Law †	5
MAT301	Introductory Algebra @	5
MAT360	Business Statistics @	5
MGT300	Business Ethics †	5
MGT310	Technology for Managers †	5
MGT325	Organizational Behavior †	5
MGT340	Human Resources Management †	5
MGT410	Managing in a Global Environment †	5
MGT465	Strategic Management †	5
MKG360	Marketing Management †	5
SCI305	Environmental Science @	5
SCI310	Principles of Nutrition @	5
SOC101	Introduction to Sociology @	5
	Elective	4 -5
		89-90

† Core Courses

@ General Education Courses

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 6 **Full-Time:** 4 **Part Time:** 2

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Pat Riley	MBA BS	20	9		x	
Carol Ligon	MBA BS AAS	15	3		x	
Kate Fiala	MBA BS	23	3		X	
Amanda Walton	MS in Manage. BS	5	1		X	
Jerry Smith	MBA BA	30	1			X
Annette Combs	MS Ed. BS	10	2			X

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Combs
(Last)

Annette
(First)

Elkin
(Middle)

NAME OF INSTITUTION: Indiana Business College – Evansville

Specific Courses that You Teach in Program: Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Southern Indiana	Evansville, IN	Masters in Secondary Education	1996 2003
University of Southern Indiana	Evansville, IN	BS in Business Education	1991 1996
Eastern Kentucky University	Richmond, KY	General	1990 1991
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
North High School	Evansville, IN	Teaching	1996 Present

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

2-2-05
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Fiala Katherine B.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College

Specific Courses that You Teach in Program: Communications I and III, Math, Business Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Arizona	Tucson, AZ	MBA Finance	1977 1979
University of Arizona	Tucson, AZ	BS Landscape Architecture	1973 1975
Indiana Univeristy	Bloomington, IN	BA Theater Arts	1971 1973
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Supervisor AT&T	Various locations in New Jersey	Training Development	7/1979 3/2003

I certify that the above information is correct to the best of my knowledge.

March 8, 2006
Katherine Fiala
SIGNATURE OF INSTRUCTOR

1-10-05
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Ligon

Carol

L

NAME OF INSTITUTION: Indiana Business College

Specific Courses that You Teach in Program: Medical Office Administration, Psychology, Medisoft, Med. Machine Transcription, Key I, Basic Insurance A&P I, Pathophysiology, ICD-9-CM, CPT, Medical Records, Health Information Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:	
University of Southern Indiana	Evansville, IN	Masters in Business Administration	1994	2001
University of Evansville	Evansville, IN	Bachelor of Science Health Management	1988	1992
Indiana State University, Evansville	Evansville, IN	Associate of Applied Science, Allied Health	1973	1975
Deaconess Hospital	Evansville, IN	Radiological Tech.	1973	1975
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
University of Southern Indiana	Evansville, IN	Taught Health Information Qual. Imp.	01/01	05/01
Ivy Tech State College	Evansville, IN	Taught Med. Ins. Med Term Med Off.	01/93	12/00
Winona Hospital	Indianapolis, IN	Clinical Instructor Radiological Tech	08/79	07/80

I certify that the above information is correct to the best of my knowledge.

Carol L. Ligon

SIGNATURE OF INSTRUCTOR

5-23-2004

DATE

CPE Agenda
March 8, 2006
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FEB-16-2006 13:00

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Riley

Patrick

Michael

NAME OF INSTITUTION: Indiana Business College

Specific Courses that You Teach in Program: Accounting I & II, Intermediate Accounting I & II, Cost Accounting, Math, Payroll, Income Tax, Keyboarding I, II, & III, Spreadsheets, Business Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Southern Indiana	Evansville, IN	BS - Accounting	1970-1973
University of Evansville	Evansville, IN	MBA - Business	1976-1980
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Arkla Industries	Evansville, IN	Budget Manager	1973 1978
Peabody Coal Co.	Evansville, IN	Accounting Manager	1978 1995

CPE Agenda
March 8, 2008
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I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

8-11-04

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Gerald E. Smith

NAME OF INSTITUTION: Indiana Business College

Specific Courses that You Teach in Program: Sales; Business Law; Marketing

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Bellarmino University	Louisville, KY	MBA Management	5/82	5/86
St. Bonaventure University	St. Bonaventure, NY	BA Liberal Arts	9/62	6/66

Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Champion Lab. Sales Management	Albion, IL	Managed Acct. base of 60 customers	2001	2004
Champion Lab Sales and Market. Mgr.	Albion, IL	Dev. Bus. Plan for Eurofilter	1997	2001
Premier Autoware Sales Rep	Louisville, KY	Salesman	1996	1997

I certify that the above information is correct to the best of my knowledge.

Gerald E. Smith
SIGNATURE OF INSTRUCTOR

3-8-05
DATE

CPE Agenda
 March 8, 2006
 183

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)


NAME: Amanda S. Walton

NAME OF INSTITUTION: Indiana Business College

Specific Courses that You Teach in Program: Presentation Skill; Marketing; Principles of Business; Management; Advertising; Business Communication; Machine Transcription; Key ISII; Sales; Advertising; Math; Customer Service*

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Oakland City University	Oakland City, IN	MS in Management	1/02	9/03
University of Southern Indiana	Evansville, IN	Communications and Advertising	8/95	5/99
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Old National Bank	123 Main St. Evansville, IN	Mortgage loan closing and origination	7/03	9/05
Hope of Evansville	Evansville, IN	Housing Rehab	5/02	7/03
WIKY	Evansville, IN	Radio Promotions	12/99	7/01

I certify that the above information is correct to the best of my knowledge.

CPE Agenda

SIGNATURE OF INSTRUCTOR

1/23/06
DATE

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College – Fort Wayne

Name of Program Business Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

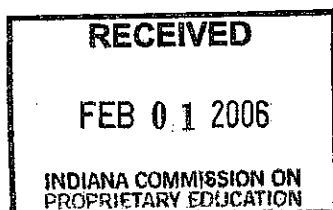
Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 6, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This Business Management Bachelor's Degree program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Accounting, Business Administration, Human Resources, and Organizational Management. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Subsequent to the transcript review, additional courses may need to be taken in order to meet bachelor's degree requirements.

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork/leadership development through participation in classroom activities and student organizations.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Management

TOTAL CREDIT HOURS: 89-90 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$17,760

Course Number	Course Title	Credit Hours	Clock Hours
COM300	English Composition I *	5	
COM310	English Composition II *	5	
COM365	Technical Communications *	5	
FIN350	Finance for Managers	5	
LEG350	Employment Law	5	
MAT301	Introductory Algebra *	5	
MAT360	Business Statistics *	5	
MGT300	Business Ethics	5	
MGT310	Technology for Managers	5	
MGT325	Organizational Behavior	5	
MGT340	Human Resources Management	5	
MGT410	Managing in a Global Environment	5	
MGT465	Strategic Management	5	
MKG360	Marketing Management	5	
SCI305	Environmental Science *	5	
SCI310	Principles of Nutrition *	5	
SOC101	Introduction to Sociology *	5	
	Students must choose from one of the following elective components:		
MGT260	Project Management I	4	
MGT400	Entrepreneurship	5	
	TOTAL	89-90	

Number of Credit/Clock Hrs. in Specialty Courses: 49-50 **Percentage:** 56%
Number of Credit/Clock Hrs. in General Courses: 40 ** **Percentage:** 44%

*** Students completing an Indiana Business College associate of applied science degree program in Accounting, Human Resources, Business Administration, or Organizational Management will have successfully completed a minimum of 15 quarter credit hours in general education studies.*

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The library is located on campus. The library is open from 8:00 am – 10:00 pm Monday – Thursday and 8:00 am – 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs.

Plans are in place, and financial resources allocated, to hire a professionally trained librarian with a masters degree in Library Sciences on or before April 1, 2006. This individual will be employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual will be charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Fort Wayne campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Fort Wayne campus with library usage;
- b) providing assistance to faculty of the Fort Wayne campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the resource center.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

BUSINESS MANAGEMENT

Bachelor's Degree Program

Completion Time: Six Quarters

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork and leadership development through participation in classroom activities and student organizations.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Accounting, Business Administration, Human Resources, and Organizational Management. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Subsequent to the transcript review, additional courses may need to be taken in order to meet bachelor's degree requirements.

Course No.	Title	Quarter Credit Hours
COM300	English Composition I @	5
COM310	English Composition II @	5
COM365	Technical Communications @	5
FIN350	Finance for Managers †	5
LEG350	Employment Law †	5
MAT301	Introductory Algebra @	5
MAT360	Business Statistics @	5
MGT300	Business Ethics †	5
MGT310	Technology for Managers †	5
MGT325	Organizational Behavior †	5
MGT340	Human Resources Management †	5
MGT410	Managing in a Global Environment †	5
MGT465	Strategic Management †	5
MKG360	Marketing Management †	5
SCI305	Environmental Science @	5
SCI310	Principles of Nutrition @	5
SOC101	Introduction to Sociology @	5
	Elective	<u>4-5</u>
		89-90

† Core Courses

@ General Education Courses

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 6 Full-Time: 1 Part Time: 5

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Michael Lewis	BS CPA	25	3	0	X	
Sherri Renz	MBA	11	9 mos	6		X
Jason Amich	MS Paramedic	8	5	9 mos		X
Greg Smith	BA CPA	16	3	0		X
Christine Rathburn	JD	5	1	4		X
Sherryl Proctor	Master of Education	13	6 mos	1		X

FACULTY FOR THE **BUSINESS MANAGEMENT PROGRAM**
AT FORT WAYNE
INCLUDES SOME OF THE SAME FACULTY FOR THE
CRIMINAL JUSTICE PROGRAM

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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College - Indianapolis

Name of Program Business Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

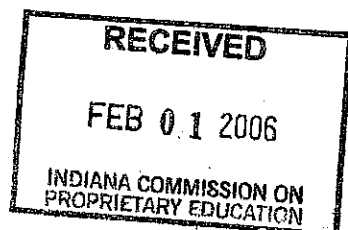
Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 6, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This Business Management Bachelor's Degree program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Accounting, Business Administration, Human Resources, and Organizational Management. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Subsequent to the transcript review, additional courses may need to be taken in order to meet bachelor's degree requirements.

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork/leadership development through participation in classroom activities and student organizations.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Management

TOTAL CREDIT HOURS: 89-90 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$17,760

Course Number	Course Title	Credit Hours	Clock Hours
COM300	English Composition I *	5	
COM310	English Composition II *	5	
COM365	Technical Communications *	5	
FIN350	Finance for Managers	5	
LEG350	Employment Law	5	
MAT301	Introductory Algebra *	5	
MAT360	Business Statistics *	5	
MGT300	Business Ethics	5	
MGT310	Technology for Managers	5	
MGT325	Organizational Behavior	5	
MGT340	Human Resources Management	5	
MGT410	Managing in a Global Environment	5	
MGT465	Strategic Management	5	
MKG360	Marketing Management	5	
SCI305	Environmental Science *	5	
SCI310	Principles of Nutrition *	5	
SOC101	Introduction to Sociology *	5	
	Students must choose from one of the following elective components:		
MGT260	Project Management I	4	
MGT400	Entrepreneurship	5	
	TOTAL	89-90	

Number of Credit/Clock Hrs. in Specialty Courses: 49-50
Number of Credit/Clock Hrs. in General Courses: 40 **

Percentage: 56%
Percentage: 44%

*** Students completing an Indiana Business College associate of applied science degree program in Accounting, Human Resources, Business Administration, or Organizational Management will have successfully completed a minimum of 15 quarter credit hours in general education studies.*

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The library is located on the second floor of the main campus at 550 East Washington Street. The resource room is open from 8:00 a.m. to 10:00 p.m. Monday through Thursday, from 8:00 a.m. to 4:30 p.m. on Friday and from 8:00 a.m. to 12:00 p.m. on Saturday.

Plans are in place, and financial resources allocated, to hire a professionally trained librarian with a masters degree in Library Sciences on or before April 1, 2006. This individual will be employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual will be charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

In addition to the above listed responsibilities, this individual will be responsible for oversight of the library resources at the Indianapolis campus. Additional responsibilities include:

- a) providing assistance to students and faculty of the Indianapolis campus with library usage;
- b) providing assistance to faculty of the Indianapolis campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

There are 400 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 50 professional periodicals which are available in the resource center.

4. Other library facilities in close geographical proximity for student access:

The Indianapolis Marion County Library is located four blocks from the College.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

BUSINESS MANAGEMENT

Bachelor's Degree Program

Completion Time: Six Quarters

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork and leadership development through participation in classroom activities and student organizations.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Accounting, Business Administration, Human Resources, and Organizational Management. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Subsequent to the transcript review, additional courses may need to be taken in order to meet bachelor's degree requirements.

Course No.	Title	Quarter Credit Hours
COM300	English Composition I @	5
COM310	English Composition II @	5
COM365	Technical Communications @	5
FIN350	Finance for Managers †	5
LEG350	Employment Law †	5
MAT301	Introductory Algebra @	5
MAT360	Business Statistics @	5
MGT300	Business Ethics †	5
MGT310	Technology for Managers †	5
MGT325	Organizational Behavior †	5
MGT340	Human Resources Management †	5
MGT410	Managing in a Global Environment †	5
MGT465	Strategic Management †	5
MKG360	Marketing Management †	5
SCI305	Environmental Science @	5
SCI310	Principles of Nutrition @	5
SOC101	Introduction to Sociology @	5
	Elective	4-5
		89-90

† Core Courses

@ General Education Courses

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 6 **Full-Time:** 4 **Part Time:** 2

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Paulette Brown	MSM/BS	7	2	5		X
Sid Downey	MBA/ BS	34	12	22		X
Jake Harreld	MA/BS	4	1	3	X	
Diane Heavin	MA/BS	25	20	5	X	
Julie Schimmel	MS/BS	8	6	2	X	
Diana Temple	MBA/BS	27	6	21	X	

FACULTY FOR THE **BUSINESS MANAGEMENT PROGRAM**
AT INDIANAPOLIS
INCLUDES SOME OF THE SAME FACULTY FOR THE
CRIMINAL JUSTICE PROGRAM

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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College – Fort Wayne

Name of Program Criminal Justice

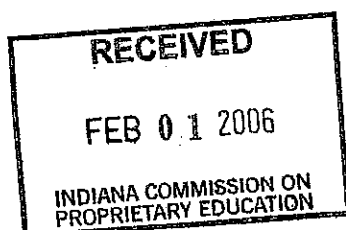
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 19, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The mission of this program is to provide students with a systems perspective of the criminal justice system, including law enforcement, courts, and corrections. The program is designed to produce graduates who are able to utilize their systems perspective of all relevant aspects of the criminal justice system to create appropriate professional decision making at all levels of criminal justice. Upon successful completion of the program, graduates can pursue entry-level positions with local and regional law enforcement, correctional agencies, and other criminal justice organizations with eventual advancement to state and federal positions in all aspects of criminal justice. The major competencies of the criminal justice bachelor degree graduate include knowledge of the criminal justice system and the law, the theoretical causes of criminality, the methods of criminal justice policy research, as well as aspects of professionalism and ethics for criminal justice practitioners.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL CREDIT HOURS: 100 **QUARTER HOURS** X **SEMESTER HOURS**

Or CLOCK HOURS:

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$17,760

Course Number	Course Title	Credit Hours	Clock Hours
CHM305	Chemistry*	5	
CJ205	Legal Research and Writing	5	
CJ300	Criminal Justice Policy Research Methods	5	
CJ310	History of Criminal Justice	5	
CJ330	Interview and Interrogation Techniques	5	
CJ350	Drugs, Alcohol and Crime	5	
CJ401	Homeland Security and Terrorism	5	
CJ410	Community Policing	5	
CJ420	Probation and Parole	5	
CJ430	Courts and Social Policy	5	
CJ450	Advanced Criminal Justice Forensics	5	
CJ490	Comparative Criminal Justice Systems	5	
COM300	English Composition I *	5	
COM310	English Composition II *	5	
INT410	Internship or Business Elective	5	
MAT301	Introductory Algebra *	5	
MAT340	Criminal Justice Applied Statistics	5	
POL310	American Government *	5	
	General Education Elective**	5	
	General Education Elective**	5	
	**Students must select and complete two of the following general education electives:		
HIS310	Global Military History	5	
PSY325	Psychology of Adjustment	5	
SPN300	Spanish I	5	
SPN305	Spanish II	5	
SOC325	Introduction to Ethnic Studies	5	
		100	

Number of Credit/Clock Hrs. in Specialty Courses: 65 **Percentage:** 65%

Number of Credit/Clock Hrs. in General Courses: 35*** **Percentage:** 35%

**** Students completing an Indiana Business College associate of applied science degree program in Criminal Justice will have successfully completed a minimum of 20 quarter credit hours in general education studies.*

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The library is located on campus. The library is open from 8:00 am – 10:00 pm Monday – Thursday and 8:00 am – 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs.

Plans are in place, and financial resources allocated, to hire a professionally trained librarian with a masters degree in Library Sciences on or before April 1, 2006. This individual will be employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual will be charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Fort Wayne campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Fort Wayne campus with library usage;
- b) providing assistance to faculty of the Fort Wayne campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Criminal Justice program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the resource center.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

CRIMINAL JUSTICE

Bachelor of Science Degree Program

Completion Time: Six Quarters

The mission of this program is to provide students with a systems perspective of the criminal justice system, including law enforcement, courts, and corrections. The program is designed to produce graduates who are able to utilize their systems perspective of all relevant aspects of the criminal justice system to create appropriate professional decision making at all levels of criminal justice. Upon successful completion of the program, graduates can pursue entry-level positions with local and regional law enforcement, correctional agencies, and other criminal justice organizations with eventual advancement to state and federal positions in all aspects of criminal justice. The major competencies of the criminal justice bachelor degree graduate include knowledge of the criminal justice system and the law, the theoretical causes of criminality, the methods of criminal justice policy research, as well as aspects of professionalism and ethics for criminal justice practitioners.

Course No.	Title	Quarter Credit Hours
CHM305	Chemistry @	5
CJ205	Legal Research and Writing †	5
CJ300	Criminal Justice Policy Research Methods †	5
CJ310	History of Criminal Justice †	5
CJ330	Interview and Interrogation Techniques †	5
CJ350	Drugs, Alcohol and Crime †	5
CJ401	Homeland Security and Terrorism †	5
CJ410	Community Policing †	5
CJ420	Probation and Parole †	5
CJ430	Courts and Social Policy	5
CJ450	Advanced Criminal Justice Forensics †	5
CJ490	Comparative Criminal Justice Systems †	5
COM300	English Composition I @	5
COM310	English Composition II @	5
INT410	Internship or Business Elective	5
MAT301	Introductory Algebra @	5
MAT340	Criminal Justice Applied Statistics	5
POL310	American Government @	5
	General Education Elective @*	5
	General Education Elective @*	5
		100

** Students must select and complete two of the following general education electives:*

HIS310	Global Military History	5
PSY325	Psychology of Adjustment	5
SPN300	Spanish I	5
SPN305	Spanish II	5
SOC325	Introduction to Ethnic Studies	5

† Core Courses

@ General Education Courses

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 4 **Full-Time:** 0 **Part Time:** 4

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Sherri Renz	MBA	11	9 mos	6		X
Jason Amich	MS Paramedic	8	5	9 mos		X
Christine Rathburn	JD	5	1	4		X
Sherryl Proctor	Master of Education	13	6 mos	1		X

**FACULTY FOR THE CRIMINAL JUSTICE - BS PROGRAM
AT FORT WAYNE
INCLUDES THE SAME FACULTY FOR THE
CRIMINAL JUSTICE – AAS PROGRAM**

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College - Indianapolis

Name of Program Criminal Justice

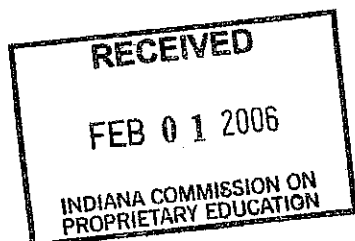
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 12, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The mission of this program is to provide students with a systems perspective of the criminal justice system, including law enforcement, courts, and corrections. The program is designed to produce graduates who are able to utilize their systems perspective of all relevant aspects of the criminal justice system to create appropriate professional decision making at all levels of criminal justice. Upon successful completion of the program, graduates can pursue entry-level positions with local and regional law enforcement, correctional agencies, and other criminal justice organizations with eventual advancement to state and federal positions in all aspects of criminal justice. The major competencies of the criminal justice bachelor degree graduate include knowledge of the criminal justice system and the law, the theoretical causes of criminality, the methods of criminal justice policy research, as well as aspects of professionalism and ethics for criminal justice practitioners.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL CREDIT HOURS: 100 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$17,760

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Clock Hours</u>
CHM305	Chemistry*	5	
CJ205	Legal Research and Writing	5	
CJ300	Criminal Justice Policy Research Methods	5	
CJ310	History of Criminal Justice	5	
CJ330	Interview and Interrogation Techniques	5	
CJ350	Drugs, Alcohol and Crime	5	
CJ401	Homeland Security and Terrorism	5	
CJ410	Community Policing	5	
CJ420	Probation and Parole	5	
CJ430	Courts and Social Policy	5	
CJ450	Advanced Criminal Justice Forensics	5	
CJ490	Comparative Criminal Justice Systems	5	
COM300	English Composition I *	5	
COM310	English Composition II *	5	
INT410	Internship or Business Elective	5	
MAT301	Introductory Algebra *	5	
MAT340	Criminal Justice Applied Statistics	5	
POL310	American Government *	5	
	General Education Elective**	5	
	General Education Elective**	5	
	**Students must select and complete two of the following general education electives:		
HIS310	Global Military History	5	
PSY325	Psychology of Adjustment	5	
SPN300	Spanish I	5	
SPN305	Spanish II	5	
SOC325	Introduction to Ethnic Studies	5	
		100	

Number of Credit/Clock Hrs. in Specialty Courses: 65 **Percentage:** 65%

Number of Credit/Clock Hrs. in General Courses: 35***

Percentage: _____

35%

**** Students completing an Indiana Business College associate of applied science degree program in Criminal Justice will have successfully completed a minimum of 20 quarter credit hours in general education studies.*

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The library is located on the second floor of the main campus at 550 East Washington Street. The resource room is open from 8:00 a.m. to 10:00 p.m. Monday through Thursday, from 8:00 a.m. to 4:30 p.m. on Friday and from 8:00 a.m. to 12:00 p.m. on Saturday.

Plans are in place, and financial resources allocated, to hire a professionally trained librarian with a masters degree in Library Sciences on or before April 1, 2006. This individual will be employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual will be charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

In addition to the above listed responsibilities, this individual will be responsible for oversight of the library resources at the Indianapolis campus. Additional responsibilities include:

- a) providing assistance to students and faculty of the Indianapolis campus with library usage;
- b) providing assistance to faculty of the Indianapolis campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

There are 400 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Criminal Justice program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 50 professional periodicals which are available in the resource center.

4. Other library facilities in close geographical proximity for student access:

The Indianapolis Marion County Library is located four blocks from the College.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

CRIMINAL JUSTICE

Bachelor of Science Degree Program

Completion Time: Six Quarters

The mission of this program is to provide students with a systems perspective of the criminal justice system, including law enforcement, courts, and corrections. The program is designed to produce graduates who are able to utilize their systems perspective of all relevant aspects of the criminal justice system to create appropriate professional decision making at all levels of criminal justice. Upon successful completion of the program, graduates can pursue entry-level positions with local and regional law enforcement, correctional agencies, and other criminal justice organizations with eventual advancement to state and federal positions in all aspects of criminal justice. The major competencies of the criminal justice bachelor degree graduate include knowledge of the criminal justice system and the law, the theoretical causes of criminality, the methods of criminal justice policy research, as well as aspects of professionalism and ethics for criminal justice practitioners.

Course No.	Title	Quarter Credit Hours
CHM305	Chemistry @	5
CJ205	Legal Research and Writing †	5
CJ300	Criminal Justice Policy Research Methods †	5
CJ310	History of Criminal Justice †	5
CJ330	Interview and Interrogation Techniques †	5
CJ350	Drugs, Alcohol and Crime †	5
CJ401	Homeland Security and Terrorism †	5
CJ410	Community Policing †	5
CJ420	Probation and Parole †	5
CJ430	Courts and Social Policy	5
CJ450	Advanced Criminal Justice Forensics †	5
CJ490	Comparative Criminal Justice Systems †	5
COM300	English Composition I @	5
COM310	English Composition II @	5
INT410	Internship or Business Elective	5
MAT301	Introductory Algebra @	5
MAT340	Criminal Justice Applied Statistics	5
POL310	American Government @	5
	General Education Elective @*	5
	General Education Elective @*	5
		100

** Students must select and complete two of the following general education electives:*

HIS310	Global Military History	5
PSY325	Psychology of Adjustment	5
SPN300	Spanish I	5
SPN305	Spanish II	5
SOC325	Introduction to Ethnic Studies	5

† Core Courses

@ General Education Courses

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 Full-Time: 4 Part Time: 3

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Paulette Brown	MSM/BS	7	2	5		X
Sid Downey	MBA/ BS	34	12	22		X
Jake Harreld	MA/BS	4	1	3	X	
Diane Heavin	MA/BS	25	20	5	X	
Julie Schimmel	MS/BS	8	6	2	X	
Diana Temple	MBA/BS	27	6	21	X	

Professional Criminal Justice instructors will be hired approximately 30 days before our September 2006 quarter start.

**FACULTY FOR THE CRIMINAL JUSTICE - BS PROGRAM
AT INDIANAPOLIS
INCLUDES THE SAME FACULTY FOR THE
CRIMINAL JUSTICE – AAS PROGRAM**

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College – Evansville

Name of Program Health Care Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

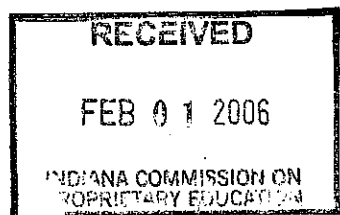
Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 6, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Health Care Management Bachelor's Degree program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Medical Assistant, Medical Coding Technology and Therapeutic Massage and Bodyworks. Students graduating from other degree programs may wish to enroll in the Health Care Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Subsequent to the transcript review, additional courses may need to be taken in order to meet bachelor's degree requirements.

The Health Care Management program provides medical students with an overview of accounting, marketing, finance, law and management to prepare them for managerial positions within the health care industry. Students will develop knowledge and skills in research, critical thinking, problem solving and current technology for application and use in a health care setting. Students will foster teamwork and leadership skills through participation in classroom activities. Professional ethics, and its application within the health care business environment, is also targeted.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Care Management

TOTAL CREDIT HOURS: 115 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$18,540

Course Number	Course Title	Credit Hours	Clock Hours
ACC101	Accounting I	5	
BUS202	Marketing	5	
COM300	English Composition I *	5	
COM310	English Composition II *	5	
COM365	Technical Communications *	5	
FIN350	Finance for Managers	5	
HCM310	Designing the Health Services Organization	5	
HCM325	Ethics, Policy and Value Challenges in Health Services	5	
HCM340	Organization of Health Services in the U.S.	5	
HCM365	Applying Theory to Practice	5	
HCM405	Design and Implementation of Health Care Initiatives	5	
HCM410	Organizational Effectiveness Through Efficient Health Services Management	5	
HCM425	Health Services in Society	5	
HCM440	Quality and Assessment in Health Care	5	
HCM465	Applying Theory to Practice - Capstone	5	
LEG340	Managerial Applications of Health Services Law	5	
MAT301	Introductory Algebra *	5	
MAT360	Business Statistics *	5	
MGT200	Management	5	
MGT325	Organizational Behavior	5	
SCI305	Environmental Science *	5	
SCI310	Principles of Nutrition *	5	
SOC101	Introduction to Sociology *	5	
TOTAL		115	

Number of Credit/Clock Hrs. in Specialty Courses: 75

Percentage: 65%

Number of Credit/Clock Hrs. in General Courses: 40 **

Percentage: 35%

*** Students completing an Indiana Business College associate of applied science degree program in Medical Assistant, Medical Coding Technology, or Therapeutic Massage and Bodyworks will have successfully completed a minimum of 15 quarter credit hours in general education studies.*

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The library is open from 8:00 am – 10:00 pm Monday – Thursday and 8:00 am – 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs.

Plans are in place, and financial resources allocated, to hire a professionally trained librarian with a masters degree in Library Sciences on or before April 1, 2006. This individual will be employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual will be charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Evansville campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Evansville campus with library usage;
- b) providing assistance to faculty of the Evansville campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

There are 178 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Health Care Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the resource center.

4. Other library facilities in close geographical proximity for student access:

Vanderburgh County Library System, 7 branches; University of Evansville

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

HEALTH CARE MANAGEMENT

Bachelor's Degree Program

Completion Time: Six Quarters

The Health Care Management program provides medical students with an overview of accounting, marketing, finance, law and management to prepare them for managerial positions within the health care industry. Students will develop knowledge and skills in research, critical thinking, problem solving and current technology for application and use in a health care setting. Students will foster teamwork and leadership skills through participation in classroom activities. Professional ethics, and its application within the health care business environment, is also targeted.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Medical Assistant, Medical Coding Technology and Therapeutic Massage and Bodyworks. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Subsequent to the transcript review, additional courses may need to be taken in order to meet bachelor's degree requirements.

Course No.	Title	Quarter Credit Hours
ACC101	Accounting I	5
BUS202	Marketing	5
COM300	English Composition I @	5
COM310	English Composition II @	5
COM365	Technical Communications @	5
FIN350	Finance for Managers †	5
HCM310	Designing the Health Services Organization †	5
HCM325	Ethics, Policy and Value Challenges In Health Services †	5
HCM340	Organization of Health Services In the U.S. †	5
HCM365	Applying Theory to Practice †	5
HCM405	Design and Implementation of Health Care Initiatives †	5
HCM410	Organizational Effectiveness Through Efficient Health Services Management †	5
HCM425	Health Services in Society †	5
HCM440	Quality and Assessment in Health Care †	5
HCM465	Applying Theory to Practice – Capstone †	5
LEG340	Managerial Applications of Health Services Law †	5
MAT301	Introductory Algebra @	5
MAT360	Business Statistics @	5
MGT200	Management	5
MGT325	Organizational Behavior †	5
SCI305	Environmental Science @	5
SCI310	Principles of Nutrition @	5
SOC101	Introduction to Sociology @	5
		115

† Core Courses

@ General Education Courses

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all supporting documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 5 Full-Time: 4 Part Time: 1

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Pat Riley	MBA BS	20	9		X	
Carol Ligon	MBA BS AAS	15	3		x	
Jerry Smith	MBA BA	30	1			X
Kate Fiala	MBA BS	23	3		x	
Amanda Walton	MS Manage. BS	5	1		x	

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Fiala
(Last)

Katherine
(First)

B.
(Middle)

NAME OF INSTITUTION: Indiana Business College - Evansville

Specific Courses that You Teach in Program: Communications I and III, Math, Business Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Arizona	Tucson, AZ	MBA Finance	1977	1979
University of Arizona	Tucson, AZ	BS Landscape Architecture	1973	1975
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Supervisor AT&T	Various locations in New Jersey	Training Development	7/1979	3/2003

I certify that the above information is correct to the best of my knowledge.

Katherine Fiala

SIGNATURE OF INSTRUCTOR

1-10-05
DATE

INSTRUCTOR'S QUALIFICATION RECORD

NAME:

Ligon

Carol

L.

Specific Courses that You Teach in Program: Medical Office Administration, Psychology, Medical Office Software, Med. Machine Transcription, Key I, Basic Insurance, A&P I & II, Pathophysiology, ICD-9-CM, CPT-4, Medical Terminology.

I certify that the above information is correct to the best of my knowledge.

CPE Agenda
March 8, 2006
224
SIGNATURE OF IN

05/27/05
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Riley

Patrick

Michael

NAME OF INSTITUTION: Indiana Business College - Evansville

Specific Courses that You Teach in Program: Accounting I,II, & III, Cost Accounting, Math, Payroll, Computers & Office Automation, Spreadsheets, Business Law, Economics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:	
University of Southern Indiana	Evansville, IN	BS – Accounting	1970-1973	
University of Evansville	Evansville, IN	MBA – Business	1976-1980	

I certify that the above information is correct to the best of my knowledge.

Patrick Riley
SIGNATURE OF INSTRUCTOR

8-11-05
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Gerald E. Smith

NAME OF INSTITUTION: Indiana Business College

Specific Courses that You Teach in Program: Sales; Business Law; Marketing

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Bellarmino University	Louisville, KY	MBA Management	5/82	5/86
St. Bonaventure University	St. Bonaventure, NY	BA Liberal Arts	9/62	6/66
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Champion Lab. Sales Management	Albion, IL	Managed Acct. base of 60 customers	2001	2004
Champion Lab Sales and Market. Mgr.	Albion, Il.	Dev. Bus. Plan for Eurofilter	1997	2001
Premier Autoware Sales Rep	Louisville, KY	Salesman	1996	1997

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

3-8-05
DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

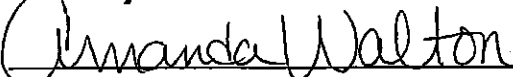
NAME: Amanda S. Walton

NAME OF INSTITUTION: Indiana Business College

Specific Courses that You Teach in Program: Presentation Skill; Marketing; Principles of Business; Management; Advertising; Business Communication; Machine Transcription; Key I&II; Sales; Advertising; Math; Customer Service

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Oakland City University	Oakland City, IN	MS in Management	1/02 9/03
University of Southern Indiana	Evansville, IN	Communications and Advertising	8/95 5/99
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Old National Bank	123 Main St. Evansville, IN	Mortgage loan closing and origination	7/03 9/05
Hope of Evansville	Evansville, IN	Housing Rehab	5/02 7/03
WIKY	Evansville, IN	Radio Promotions	12/99 7/01

I certify that the above information is correct to the best of my knowledge.



SIGNATURE OF INSTRUCTOR

1/23/06
DATE

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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College – Fort Wayne

Name of Program Health Care Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

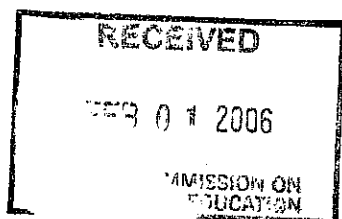
Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 6, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Health Care Management Bachelor's Degree program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Medical Assistant, Medical Coding Technology and Therapeutic Massage and Bodyworks. Students graduating from other degree programs may wish to enroll in the Health Care Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Subsequent to the transcript review, additional courses may need to be taken in order to meet bachelor's degree requirements.

The Health Care Management program provides medical students with an overview of accounting, marketing, finance, law and management to prepare them for managerial positions within the health care industry. Students will develop knowledge and skills in research, critical thinking, problem solving and current technology for application and use in a health care setting. Students will foster teamwork and leadership skills through participation in classroom activities. Professional ethics, and its application within the health care business environment, is also targeted.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Care Management

TOTAL CREDIT HOURS: 115 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$18,540

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Clock Hours</u>
ACC101	Accounting I	5	
BUS202	Marketing	5	
COM300	English Composition I *	5	
COM310	English Composition II *	5	
COM365	Technical Communications *	5	
FIN350	Finance for Managers	5	
HCM310	Designing the Health Services Organization	5	
HCM325	Ethics, Policy and Value Challenges in Health Services	5	
HCM340	Organization of Health Services in the U.S.	5	
HCM365	Applying Theory to Practice	5	
HCM405	Design and Implementation of Health Care Initiatives	5	
HCM410	Organizational Effectiveness Through Efficient Health Services Management	5	
HCM425	Health Services in Society	5	
HCM440	Quality and Assessment in Health Care	5	
HCM465	Applying Theory to Practice - Capstone	5	
LEG340	Managerial Applications of Health Services Law	5	
MAT301	Introductory Algebra *	5	
MAT360	Business Statistics *	5	
MGT200	Management	5	
MGT325	Organizational Behavior	5	
SCI305	Environmental Science *	5	
SCI310	Principles of Nutrition *	5	
SOC101	Introduction to Sociology *	5	
TOTAL		115	

Number of Credit/Clock Hrs. in Specialty Courses: 75

Percentage: 65%

Number of Credit/Clock Hrs. in General Courses: 40 **

Percentage: 35%

*** Students completing an Indiana Business College associate of applied science degree program in Medical Assistant, Medical Coding Technology, or Therapeutic Massage and Bodyworks will have successfully completed a minimum of 15 quarter credit hours in general education studies.*

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The library is located at the campus. The library is open from 8:00 am – 10:00 pm Monday – Thursday and 8:00 am – 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs.

Plans are in place, and financial resources allocated, to hire a professionally trained librarian with a masters degree in Library Sciences on or before April 1, 2006. This individual will be employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual will be charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Fort Wayne campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Fort Wayne campus with library usage;
- b) providing assistance to faculty of the Fort Wayne campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

There are 117 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Health Care Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 4 professional periodicals which are available in the resource center.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

HEALTH CARE MANAGEMENT

Bachelor's Degree Program

Completion Time: Six Quarters

The Health Care Management program provides medical students with an overview of accounting, marketing, finance, law and management to prepare them for managerial positions within the health care industry. Students will develop knowledge and skills in research, critical thinking, problem solving and current technology for application and use in a health care setting. Students will foster teamwork and leadership skills through participation in classroom activities. Professional ethics, and its application within the health care business environment, is also targeted.

The program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Medical Assistant, Medical Coding Technology and Therapeutic Massage and Bodyworks. Students graduating from other degree programs may wish to enroll in the Business Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Subsequent to the transcript review, additional courses may need to be taken in order to meet bachelor's degree requirements.

Course No.	Title	Quarter Credit Hours
ACC101	Accounting I	5
BUS202	Marketing	5
COM300	English Composition I @	5
COM310	English Composition II @	5
COM365	Technical Communications @	5
FIN350	Finance for Managers †	5
HCM310	Designing the Health Services Organization †	5
HCM325	Ethics, Policy and Value Challenges In Health Services †	5
HCM340	Organization of Health Services In the U.S. †	5
HCM365	Applying Theory to Practice †	5
HCM405	Design and Implementation of Health Care Initiatives †	5
HCM410	Organizational Effectiveness Through Efficient Health Services Management †	5
HCM425	Health Services in Society †	5
HCM440	Quality and Assessment in Health Care †	5
HCM465	Applying Theory to Practice – Capstone †	5
LEG340	Managerial Applications of Health Services Law †	5
MAT301	Introductory Algebra @	5
MAT360	Business Statistics @	5
MGT200	Management	5
MGT325	Organizational Behavior †	5
SCI305	Environmental Science @	5
SCI310	Principles of Nutrition @	5
SOC101	Introduction to Sociology @	5
		115

† Core Courses

@ General Education Courses

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include** all supporting documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 6 **Full-Time:** 1 **Part Time:** 5

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Michael Lewis	BS CPA	25	3	0	X	
Sherri Renz	MBA	11	9 mos	6		X
Jason Amich	MS Paramedic	8	5	9 mos		X
Greg Smith	BA CPA	16	3	0		X
Christine Rathburn	JD	5	1	4		X
Sherryl Proctor	Master of Education	13	6 mos	1		X

**FACULTY FOR THE HEALTH CARE MANAGEMENT PROGRAM
AT FORT WAYNE
INCLUDES SOME OF THE SAME FACULTY FOR THE
CRIMINAL JUSTICE PROGRAM**

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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

Name of Institution Indiana Business College - Indianapolis

Name of Program Health Care Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

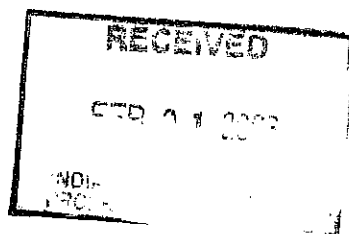
Name of Person Preparing this Form Kimberli J. Zornes

Date the Form was Prepared January 6, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Health Care Management Bachelor's Degree program has been developed as a completion program for students who have graduated from an associate degree program. The specific Indiana Business College associate degree programs preparing graduates for this bachelor's degree are Medical Assistant, Medical Coding Technology and Therapeutic Massage and Bodyworks. Students graduating from other degree programs may wish to enroll in the Health Care Management Bachelor's Degree program. Their transcripts will be reviewed for appropriate credit transfers. Subsequent to the transcript review, additional courses may need to be taken in order to meet bachelor's degree requirements.

The Health Care Management program provides medical students with an overview of accounting, marketing, finance, law and management to prepare them for managerial positions within the health care industry. Students will develop knowledge and skills in research, critical thinking, problem solving and current technology for application and use in a health care setting. Students will foster teamwork and leadership skills through participation in classroom activities. Professional ethics, and its application within the health care business environment, is also targeted.



II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Care Management

TOTAL CREDIT HOURS: 115 **QUARTER HOURS** X **SEMESTER HOURS** _____

Or CLOCK HOURS: _____

LENGTH OF PROGRAM: 6 quarters **TUITION:** \$18,540

Course Number	Course Title	Credit Hours	Clock Hours
ACC101	Accounting I	5	
BUS202	Marketing	5	
COM300	English Composition I *	5	
COM310	English Composition II *	5	
COM365	Technical Communications *	5	
FIN350	Finance for Managers	5	
HCM310	Designing the Health Services Organization	5	
HCM325	Ethics, Policy and Value Challenges in Health Services	5	
HCM340	Organization of Health Services in the U.S.	5	
HCM365	Applying Theory to Practice	5	
HCM405	Design and Implementation of Health Care Initiatives	5	
HCM410	Organizational Effectiveness Through Efficient Health Services Management	5	
HCM425	Health Services in Society	5	
HCM440	Quality and Assessment in Health Care	5	
HCM465	Applying Theory to Practice - Capstone	5	
LEG340	Managerial Applications of Health Services Law	5	
MAT301	Introductory Algebra *	5	
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MGT325	Organizational Behavior	5	
SCI305	Environmental Science *	5	
SCI310	Principles of Nutrition *	5	
SOC101	Introduction to Sociology *	5	
TOTAL		115	

Number of Credit/Clock Hrs. in Specialty Courses: 75

Percentage: 65%

Number of Credit/Clock Hrs. in General Courses: 40 **

Percentage: 35%

**** Students completing an Indiana Business College associate of applied science degree program in Medical Assistant, Medical Coding Technology, or Therapeutic Massage and Bodyworks will have successfully completed a minimum of 15 quarter credit hours in general education studies.**

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: _____

IV. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full time librarian/staff:

The library is located on the second floor of the main campus at 550 East Washington Street. The resource room is open from 8:00 a.m. to 10:00 p.m. Monday through Thursday, from 8:00 a.m. to 4:30 p.m. on Friday and from 8:00 a.m. to 12:00 p.m. on Saturday.

Plans are in place, and financial resources allocated, to hire a professionally trained librarian with a masters degree in Library Sciences on or before April 1, 2006. This individual will be employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual will be charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

In addition to the above listed responsibilities, this individual will be responsible for oversight of the library resources at the Indianapolis campus. Additional responsibilities include:

- a) providing assistance to students and faculty of the Indianapolis campus with library usage;
- b) providing assistance to faculty of the Indianapolis campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

There are 400 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors to discuss the need for additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Health Care Management program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 50 professional periodicals which are available in the resource center.

4. Other library facilities in close geographical proximity for student access:

The Indianapolis Marion County Library is located four blocks from the College.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreapp

III. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include** all supporting documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 6 **Full-Time:** 4 **Part Time:** 2

Fill out form below:

List Faculty Names	Degree or Diploma Earned	# of Years of Working Experience in the Specialty	# of Years Teaching at Your School	# at Other	Full-Time	Part-Time
Paulette Brown	MSM/BS	7	2	5		X
Sid Downey	MBA/ BS	34	12	22		X
Jake Harreld	MA/BS	4	1	3	X	
Diane Heavin	MA/BS	25	20	5	X	
Julie Schimmel	MS/BS	8	6	2	X	
Diana Temple	MBA/BS	27	6	21	X	

Professional Health Management instructors will be hired approximately 30 days before our September 2006 start.

**FACULTY FOR THE HEALTH CARE MANAGEMENT PROGRAM
AT INDIANAPOLIS
INCLUDES SOME OF THE SAME FACULTY FOR THE
CRIMINAL JUSTICE PROGRAM**